



Kesgrave High School More than just a School

Headteacher Information Pack – 29 October 2019



“ We endeavour to teach the children how to live so as to get the best out of life; we strive to get down to realities. ”

Captain Harrison (the first Head of the School), 1935

We aim for:

- Each student to reach ever higher standards
- Each individual to strive towards fulfilment
- An increase in motivation and self-confidence - through success and praise

We encourage:

- A caring environment
- Students to take responsibility for themselves, and others
- Learning to provide challenges

We provide:

- A broad, balanced and relevant curriculum
- An approach that enriches the cultural, spiritual and moral dimensions
- Opportunities for self-development and discovery in a wide variety of extra-curricular activities

Dear Prospective Applicant,

Application for Position of Headteacher

With the upcoming retirement of the Headteacher, the Local Governing Body for Kesgrave High School on behalf of the EAST Board of Trustees, is seeking to appoint a new Headteacher from September 2020.

Kesgrave High School (KHS) is a unique, large 11-18 school in the town of Kesgrave on the eastern outskirts of Ipswich. As well as serving Kesgrave it draws students from a large semi-rural area, as well as the north-eastern area of Ipswich. KHS has an extensive campus with enviable open spaces and sports facilities, as well as a significant reputation for its drama and musical productions and its wide range of extra-curricular activities.

The school pioneered the 3 period day with a fortnightly timetable allowing students to fully engage with their studies. Our wide curriculum offering allows us to give our young people lifelong learning through team working, communication, negotiation and empathy with the school proudly providing a grounded and broad education for all its students, preparing them for the needs of the 21st century, whatever their post-18 plans.

Our new Headteacher will have drive, tenacity, excellent leadership skills and strategic vision to continue to develop this popular, oversubscribed school. Kesgrave High School is a founding member of the East Anglian Schools' Trust within which individual schools retain their own identity. KHS will continue working closely with its primary schools with an aim to provide an outstanding, inclusive and aspirational education for the children of our community.

As an inspirational and strategic leader valuing diversity and respecting difference, you will demonstrate a track record of achievement. You will already be an existing Headteacher or have extensive experience within the Senior Leadership of a large secondary school. You will have the talent and energy to inspire and motivate and be aspirational for students and staff alike. With exceptional interpersonal skills, you will be adept at communicating to a range of audiences and be driven by your values and a desire to use your leadership to transform the lives of Kesgrave's students, staff and community. Ensuring we have a sustainable staff community will be an essential part of the role, as will be nurturing talented staff for leadership roles both here and elsewhere.

Visits to the school are welcome; please contact the Headteacher's PA to make arrangements. The Head's PA can be contacted at: jgarnett@kesgrave.suffolk.sch.uk.

I would encourage you to look at the school website to find out more about our school and thank you for interest in Kesgrave High School.

Yours faithfully

Sue White

Sue White
Chair of Governors

Information about Kesgrave and Kesgrave High School

Kesgrave and Ipswich, Suffolk

Kesgrave is a small Town situated on the eastern edge of Ipswich, Suffolk, England. It has a population of approximately 15,000 people and is predominately a residential area. Kesgrave has grown over time to support the demands of local employers such as BT, AXA and Willis Towers Watson, with the development of a significant number of new build family housing. This trend will continue to increase with the imminent development of 2,000 new homes as part of the Brightwell Lakes development.

With just over a one hour train journey to the City of London, Ipswich is popular with commuters and those seeking the entertainment of London alike. The London Economic notes that affordable house prices and hourly commutes to London have earned Suffolk's county town a position in their top ten property destinations. Beautiful beaches are within a short distance, local investment continues to rise with Ipswich boasting a great array of restaurants and shops and the newly developed Waterfront district.

Kesgrave High School

Kesgrave High School is proud of its inclusive structure, its broad and balanced curriculum and it has been designated both a National Teaching School and National Research School Partner. We are thoroughly committed to providing the best educational experience possible, the chance to explore music and the arts, to study a range of STEM and Humanities subjects, experience a wide range of sports and ensure all students are prepared for further study or the world of work.

Kesgrave High School is proud to be more than just a school. From the schools inception in 1931 with 180 students under the Headmaster Captain Harrison the school has always tried to ensure the whole child is educated, not merely an exam factory. Now in 2019 we have over 1830 students on role and it could not be a more exciting time to be a student here. We are proud to serve the local community, are regularly oversubscribed (we normally have over 800 applications for 308 places) and we have over 900 students and staff cycle to school each day!

At Kesgrave we trust our pupils, giving them complete access to the school site at all times; as a result the 'responsibility and behaviour of students is excellent. They are polite, courteous and are a credit to the school'. (Ofsted)

Growing up as a young person in today's society is a huge undertaking and we have thought long and hard about the trying to narrow our ethos down to just three qualities. Selecting qualities that we all value was important so all of our community stakeholders had a voice; students, parents, carers and staff all contributed towards this **vision**.

1. **Be positive.** We feel that being positive, adopting a positive mind-set and approach to all that we face in life gets us on the right path and moving towards success.
2. **Be respectful.** Respect for oneself, others, adults, elders and for our community goes a long way and if we all know how to treat each other and our environment, the world is a safer, kinder place.
3. **Be your best.** If everyone is their best what more can we ask?

Kesgrave High School admits over 300 Year 7 pupils every year, drawing on 9 feeder primary schools and the wider area; demands for place always exceed the numbers available although recent expansion should ensure that all in catchment students are accommodated. Key statistics include:

Type of School	Academy within a Multi Academy Trust
Age Range	11–18
Pupil Admission Numbers	308 at Year 7, 200 at Year 12
Number of Students in Sixth Form	
% Pupil Premium Students	
Number of Teaching Staff	116 FTE
Total Number of Staff	171 FTE
Annual Budget	£9.6m
OFSTED Status	Short Inspection in December 2017 – “Good” Full Inspection in September 2013 – “Good”

Further information is available on the [School website](#) which includes our [Main School](#) and [Sixth Form](#) prospectuses.



East Suffolk Schools Trust

Kesgrave High School is a founding member of the East Anglian Schools Trust along with Farlingaye High School, Woodbridge and Bungay High School, Bungay which took effect from 1 September 2019.

The MAT will create a stronger future for the schools and continue to improve outcomes for all students and young people; working together the MAT will achieve great things and provide a first-class educational experience in which all students can excel.

EAST has been built on the existing strong foundations of trusted, informal working that has been ongoing between the schools for many years. Each school will retain much of its independence whilst benefiting from an exciting formal partnership; they will retain their school names, uniforms, and a Local Governing Body to manage local issues. The collaboration brought about by the new MAT will provide important benefits, such as:

- Increased opportunities for students and staff to work together across the MAT schools;
- Greater scope to maintain a broader curriculum for students;
- Sharing good practice and delivering an outstanding learning experience;
- Greater opportunity to develop and retain teaching talent within the MAT, and
- Opportunities for administrative improvements across the schools.

The MAT will see schools supporting and challenging each other to deliver excellence in all aspects of the education and welfare for students. Other schools, in particular primary schools, are expected to join the MAT in the future, although it is expected that EAST will remain local and of a sensible size.

The strength of the current school communities, their Local Governing Bodies and the Trust Board means Kesgrave High School is confident that with its vision, skills and resources, EAST will serve the best interests of the community and ensure that Kesgrave High School continues to shape its own destiny.

Job Description for Headteacher

Post Title	Headteacher
School	Kesgrave High School
Salary Band / Range	L37 – L43 (£99,424 - £114,060)
Responsible to:	Chair of Governors and Local Governing Body
Responsible for:	All staff employed at Kesgrave High School

Job Purpose

To provide the vision and leadership for the school; creating, maintaining and developing the conditions which enable students and staff to achieve effective learning so that the school's aims and objectives are implemented in accordance with the vision and ethos of the school, the policies of the Local Governing Body and national and local educational strategy

Main Duties and Responsibilities

A. Strategic Direction and Development of the School

The Headteacher will:

- Have a strategic view of successfully developing an already thriving school
- Consult staff, students, parents and governors to create a strategic plan (the School Development Plan – SDP), manage the implementation of the SDP and monitor its impact
- Advise the Local Governing Body on the formulation of its policies and their implementation, and attend meetings of the Local Governing Body and its committees as requested
- Enhance the reputation of the school through working with other schools, organisations and the community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all students

B. Teaching and Learning

The Headteacher will assist the Local Governing Body by:

- Ensuring that the statutory requirements of the National Curriculum are met
- Overseeing the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all students, staff and other stakeholders
- Monitoring and evaluating the performance of the school for both quality and value for money
- Promoting the effective management of behaviour and ensuring a sense of calmness and control
- Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- Securing excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and student well-being
- Establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis

C. Leading and Managing Staff

The Headteacher will:

- Promote the school's vision and ethos, creating and maintain good working relationships among all members of the school community
- Maximise the contributions of all staff to improve the quality of education provided and standards achieved through effective deployment and delivery of the performance management process
- Hold all staff to account for their professional conduct and practice, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Liaise with representatives of teacher organisations
- Sustain their own motivation and that of their staff, and have a duty of care regarding staff welfare
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff

D. Efficient and Effective Use of Staff and Resources

The Headteacher will:

- Advise the Local Governing Body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise premises efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements
- Seek to secure adequate resources for the school in the present and in the foreseeable future and ensure value for money throughout
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

E. Accountability

The Headteacher will:

- Work closely with the Local Governing Body and its sub-committees and secure a positive working relationship with all Governors
- Provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance - recognising that the Local Governing Body is accountable for the success of the school
- Create and develop an organisation in which staff recognise that they are accountable for the success of the school
- Ensure that students and parents are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Be the designated Safeguarding lead and be accountable for all elements of this role

F. Professional Development

The Headteacher will:

- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education

This position is subject to a Disclosure and Barring Service enhanced check, satisfactory references, and proof of qualifications and the right to work in the UK.

Person Specification: Headteacher, Kesgrave High School



The school has a responsibility for, and is committed to, safeguarding and promoting the welfare of young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the candidate will not be shortlisted.

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	Essential	Desirable	Application	Interview
Professional Qualifications				
1 Honours degree or equivalent	✓		✓	
2 Qualified Teacher Status	✓		✓	
3 National Professional Qualification of Headship (NPQH) or equivalent	✓		✓	
4 Evidence of continuous professional development in preparation for leadership/headship	✓		✓	✓
Personal Qualities				
5 Highly effective and credible leader, with strong leadership skills including influencing, negotiation and advocacy skills; able to build positive working relationships, employing a range of leadership and management styles	✓		✓	✓
6 An open and approachable interpersonal style with excellent relationship management skills that inspire respect and support; able to communicate effectively with a range of audiences	✓		✓	✓
7 Commitment to the role while working effectively under pressure; displaying empathy, emotional resilience, integrity and a passion for education	✓		✓	✓
8 Enthusiasm for involvement with students, colleagues, governors, the wider MAT and the community	✓		✓	✓
9 Reflects on personal performance, adapting behaviour and practices accordingly	✓		✓	✓
Experience				
10 Currently a Headteacher		✓	✓	
11 Substantial and significant recent experience in a secondary school as part of a successful Senior Leadership Team	✓		✓	✓
12 Clear and demonstrable understanding of the current educational landscape; including vocational qualifications and activities	✓		✓	✓
13 A proven track record of successful classroom practice	✓		✓	✓
14 Committed to safeguarding and promoting the welfare of pupils	✓		✓	✓
15 Experience of a key role in a successful OFSTED inspection	✓		✓	✓
16 Successful track record of Academy Financial and Resource Management		✓	✓	✓
17 Demonstrable experience in recruiting, developing and retaining effective teams	✓		✓	✓

		Essential	Desirable	Application	Interview
Skills, Knowledge and Understanding					
18	Ability to communicate and embed outstanding teaching and learning	✓			✓
19	Knowledge and understanding of the statutory educational framework, current education issues, relevant policies, legislation and codes of practice	✓		✓	✓
20	Clear understanding and knowledge of the role of governance in a MAT		✓		✓
21	Ability to motivate teams and commitment to working flexibly and collaboratively as part of a team, whilst taking a leading role when required	✓		✓	✓
22	Developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving	✓		✓	✓
23	Demonstrable experience of raising standards in teaching and learning with improved outcomes at all levels of 11-18 education	✓		✓	✓
24	Understanding of the importance of working collaboratively with all stakeholders in the Trust, including the wider community and other local schools		✓		✓
25	An understanding of and commitment to promoting the wellbeing of employees	✓			✓
26	Creating a climate of open communication where people feel able to express opinion and know their views will be respected	✓			✓
27	Willingness to play a senior role in the MAT, contributing to school improvement at other schools within the Trust	✓			✓
28	Ability to create, inspire and promote a culture of high achievement for all	✓			✓
Other Requirements					
29	Committed to safeguarding and promoting the welfare of young people and vulnerable adults	✓			✓
30	Committed to getting the best outcomes for all students and promoting the ethos and vision of Kesgrave High School	✓			✓
31	Commitment to working collaboratively as part of the MAT and to take on responsibilities and opportunities that arise from being part of the Trust	✓			✓
32	Willingness to work flexible hours, including evenings, weekends and a proportion of the school holidays when necessary	✓		✓	✓
33	Current driving licence and access to a vehicle		✓	✓	✓

How to Apply

Start Date:	Autumn Term 2020
Contract Type:	Full Time
Salary:	L37 - L43 (£99,424 - £114,060)
Contract Term:	Permanent
Closing Date:	19 November 2019
Interview Dates:	4 and 5 December 2019

Subject to pre-employment and safeguarding checks.

Candidates are requested to complete a Kesgrave High School Teachers Application Form. This is downloadable from Kesgrave High School's website (www.kesgrave.suffolk.sch.uk) under "[Staff Vacancies](#)".

As part of the application process please can applicants submit a covering letter describing (in no more than 1,000 words) why they are applying for this post.

Completed application forms should be emailed to jgarnett@kesgrave.suffolk.sch.uk by **Midday on Tuesday 19 November 2019 – Please note that late applications cannot be considered.**

Potential applicants are invited to visit Kesgrave High School. Please arrange an appointment by emailing the Heads PA, Mrs J Garnett at jgarnett@kesgrave.suffolk.sch.uk.

Shortlisting will take place by **Wednesday 20 November 2019.**

Interviews will be held on **Wednesday 4 and Thursday 5 December 2019** (2 day process).

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are invited to interview, you will be asked to provide appropriate documents such as your full birth certificate/passport/work permit in accordance with the Asylum and Immigration Act 1996.

This post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants. This will include an enhanced check with the Disclosure and Barring Service. Kesgrave High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.