



SET
IXWORTH
SCHOOL

Candidate Recruitment Pack

Headteacher

Closing Date | Monday 5th February 2024 (by 12-noon)

Interviews | Tuesday 13th & Wednesday 14th February 2024

Start | Easter/September 2024



Sapientia
EDUCATION TRUST

Welcome

Dear Candidate

Thank you for your interest in the position of Headteacher at SET Ixworth School. At SET Ixworth School, each individual child's unique talents are valued. This is a small community that fosters strong relationships between students, staff and families. The school is high-oversubscribed and has a bright future. A wide range of academic and extracurricular opportunities are offered to challenge and inspire students to achieve their full potential.

We are seeking a dynamic leader with a strong background in educational leadership to join us in our pursuit of excellence. You will have the passion, skills and experience to motivate, challenge and support all members of the school community in achieving our shared goals. You will put our students first and foremost in everything you do and ensure that every decision is made for their benefit.

The school is currently being supported by the Sapientia Education Trust with the intent that it joins the trust in September 2024. A highly experienced team will support the successful candidate; this includes core central services (HR, Finance, Health and Safety, ICT, Contracts and Estate Management), as well as educational support that includes a CEO who is a National Leader of Education (NLE), a Director of Education, a Director of Secondary, specific safeguarding and SEND support and access to professional learning through the Sapientia Academy of Learning.

Raising aspirations further remains crucial. Key priorities include continuing to improve progress levels to 'above average' at GCSE and improving 5+ EM outcomes at GCSE. The successful candidate will have a strong commitment to partnership work, with the ability to maintain a critical eye on school standards. In this context the role of Headteacher is inevitably broad-ranging and involved – if you are not willing to be 'hands on' please don't apply! Similarly, the successful candidate will have a strong commitment to collaborative working.

For the right candidate this is a great opportunity to make a real difference.

Informal visits to the school are welcomed and please contact Michelle Dent, EA to the CEO, for a telephone discussion regarding the role on 01953 609001 or e-mail: m.dent@setrust.co.uk

If all this excites you, please apply!

Best wishes
Jonathan Taylor
CEO

Andrew Robinson
Director of Secondary Standards



SET Ixworth School

SET Ixworth school is a small / medium-sized high school set in the wonderful Suffolk countryside. We are over-subscribed and will have over 600 pupils in the school by September 2024.

The school enjoys a positive reputation in the community, as evidenced by the high demand for Year 7 places in September 2024. The students demonstrate respect, motivation and good behaviour in their learning.

The school's vision is to provide an education system that truly serves those it educates by always reflecting on and addressing individual needs, strengths, and interests. There is a Specialist Resource Base on site for around 12 pupils, supporting pupils with Special Educational Needs & Disabilities.

The school is currently a *Good* school according to Ofsted, with an inspection from September 2019.

Sapientia Education Trust

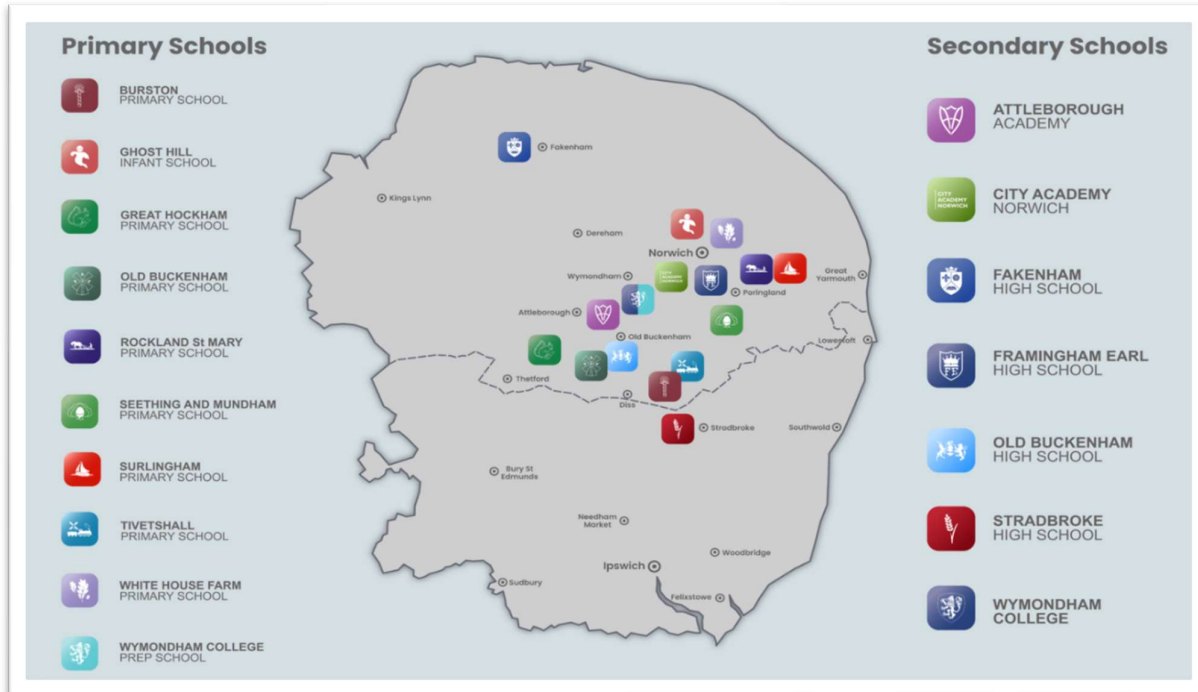
The Sapientia Education Trust was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust. We are a value-based trust, with collaboration and partnership key factors in our success.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety, ICT and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.



Our Track Record

Pupil outcomes are positive across our Trust and above national and local levels. Five of our seven High schools had positive Progress 8 scores last Summer and both our Primary and Secondary outcomes continue to improve.

Ofsted has also recognised the impact of our work in recent inspections, with several of our schools recently judged to be 'Outstanding' and/or significantly improving. This includes a strong Ofsted report for Old Buckenham High School in 2023.

"Trustees and specialists employed by the trust provide skilful support to school staff."
(Framingham Earl High School – Oct 22)

"Staff are proud to work at the school and say that leaders are mindful of their well-being and workload. They appreciate the wide range of professional development available through the trust, including training to improve their subject knowledge and curriculum planning." (Great Hockham Primary – Nov 21)

"The trust has added impetus and expertise" (Attleborough Academy – Nov 21)

"The Sapientia Education Trust provides leaders with challenge and support to ensure the ethos and culture of the school are suitably ambitious." (Old Buckenham High School – March 23)

"The trust and leaders have built on longstanding traditions and strengths. This has ensured pupils experience a superb quality of education." (Wyndham College – Oct 23)

"The school has significantly improved since its last inspection ... might now be judged as 'outstanding' in a graded inspection." (Stradbroke High School Nov 23)



Job description

Headteacher

Job purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school.

This will promote a secure foundation from which to achieve high standards in all areas of the school's work. This should be viewed alongside national standards for Headteachers.

Line manager

Director of Secondary Standards

Specific Responsibilities

- Be an outstanding teacher and inspirational leader for all employees;
- Establishing a strongly aspirant culture with responsibility for day-to-day standards: behaviour for learning, uniform, engagement, attendance etc;
- Developing teaching and learning at the school, including leading on teaching and learning development, action-based research and practice;
- Developing the curriculum – to ensure clear intent, implementation and evidence of impact across all subjects and classrooms;
- Ensure that student outcomes are at least 'above average' in progress measures at GCSE and A level;
- Devise and implement the School Improvement Plan (SIP), sitting alongside SET Trust Strategic Plans;
- Writing, reviewing and developing the School's Self-Evaluation Form (SEF); based on a strong and secure evidence base;
- Leading the quality assurance and improvement planning cycle;
- To foster strong professional relationships and use intelligent Quality Assurance processes to monitor and continually improve student achievement;
- Producing, presenting and reviewing all appropriate school policies; presenting these to the Trustees as appropriate;
- Ensuring website compliance;
- Line lead the Senior Leadership Team;
- Act as an alternate DSL;
- Formulate and propose annual budgets with the SET CFO for agreement with the CEO and Trust Board;
- Monitor, manage and adjust the school expenditure to meet the annual budget set by the Trust;
- Build and maintain strong partnerships with other schools and the community;
- Harvest research informed practice to enhance the students experience;
- Developing and managing whole school appraisal and performance management procedures linking them to CPD, school and/or trust priorities and making appropriate recommendations relating to pay recommendations and staff capability;

- Ensure that the curriculum, teaching and learning and wider provision are appropriate for the needs of all students, having regard to their academic and personal development and social needs;
- Reporting progress of all ages and groups of students to the CEO and Trustees as required, using robust and quality assured data;
- Maintain excellent standards of pastoral care;
- Ensure that all students can achieve, and maintain a strong commitment to inclusion, through providing an equitable education;
- Making recommendations to the CEO for recruitment within budget to ensure high quality curriculum and pastoral provision;
- Developing effective data tracking and MIS systems, including reviewing existing provision;
- Developing reporting that is meaningful and informative to students and parents and that are progress focussed and lead to action and impact;
- Responsibility for the effective marketing of the School;
- Responsible for the employment of high quality teachers, pastoral and support staff, and for their training, development and motivation in order to maintain the highest professional standards.

Safeguarding Responsibilities

To ensure that safeguarding practices secure the safety and welfare of all students; ensuring that the designated safeguarding leads have sufficient time and resources to discharge their duties effectively. This includes the personal professional duty to report welfare and safeguarding concerns to the local children's services, as appropriate, and engage with the Trust's safeguarding processes and professional development.



Person specification

Qualifications

Qualified to degree level	Essential
Qualified Teacher Status	Essential
Qualified to Master's level or NPQH	Desirable

Experience

Proven track record of effective leadership, including a track record as a successful Head of Department or Head of Year	Essential
Senior Leadership Experience at Deputy or Headteacher level with significant evidence of impact in current role	Essential
At least 3 years' experience as a Deputy Headteacher or equivalent in a successful school	Strongly desirable
Demonstrable evidence of innovating and adapting curriculum to engage students and enable them to perform highly	Essential
Considerable and wide ranging up to date knowledge of curriculum, including structure, content, pedagogy and assessment	Essential
Experience of school improvement planning, including planning student interventions and maximising achievement	Essential
Experience of successful work in partnership with parents and the wider community	Essential
Experience of work across the 11-16 age range 16-18 desirable	Essential
Experience of managing a key school budget area and understanding of school financial planning	Essential
Innovative approaches to teacher recruitment and retention	Desirable
Experience of the strategic overview of pupil progress and the ability to translate this into strategic plans with specific, measurable targets	Desirable
Experience and understanding of successful transition from/to each stage of education	Desirable
Experience of developing strong community links	Desirable
Experience of leading rigorous Quality assurance Procedures	Desirable

Skills

Excellent communication and interpersonal skills	Essential
Strong written skills, with attention to detail	Essential
Ability to lead teaching and learning underpinned by a knowledge of what works best	Essential
Able to manage own time and workload and to work under pressure to meet deadlines	Essential
Highly ICT literate	Essential
Ability to handle complex issues	Essential
Ability to solve problems, independently or collaboratively	Essential
Ability to delegate effectively	Essential
Ability to effectively evaluate and plan for improvement	Essential
Ability to develop effective relationships and teams	Essential
Ability to prioritise, meet deadlines and work under pressure	Essential
Ability to sustain outstanding practice in relation to behaviour management	Essential
Ability to engage senior leaders in the process of self-evaluation; holding them to account for their areas of responsibility	Essential
Ability to foster a positive culture that is focused on World Class Education so that all pupils can flourish	Essential

Personal Attributes

Passionate about education and educational issues	Essential
Strongly committed to the moral purpose of education, including educational inclusion and belief in achievement for all	Essential
Constant drive for improvement	Essential
Ability and energy to inspire the best in others	Essential
Exceptional personal integrity and character	Essential
Evidence of commitment to significant continuous professional development	Essential
Culturally agile and adaptable	Essential
Personal confidence, determination and resilience	Essential
Personal impact and presence	Essential
Displays sensitivity	Essential
Sense of humour and approachability	Essential
Team player and leader	Essential
Self-awareness and the ability to reflect on own performance	Essential
Keen for the potential of further professional learning for self and others	Desirable



Terms and Conditions

This post is offered on a full-time, permanent basis and is based at SET Ixworth.

Remuneration

Competitive - on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.

The Trust provides a SODEXO benefits package to all staff.

Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- Psychometric tests will be sent for completion
- References will be requested

The interview process will be over 2 days and will include:

- Lesson observation and feedback
- Deliver an assembly
- Values based interview
- Pupil panel
- Data task
- School Improvement task
- SEND and Safeguarding panel
- Meetings with staff
- Final panel, including presentation

How to apply

Complete an online application form via our website - <https://www.se-trust.org>
Please explain how your experiences to date equip you to lead a world class education at SET Ixworth School. Please limit to 1000 words.

Pre application visit

If you would like to visit the school or would like an informal discussion, please contact Michelle Dent – Executive Assistant to the CEO by calling 01953609012 or emailing ea@setrust.co.uk





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01953 609012
HR@setrust.co.uk