



EPSOM AND EWELL
HIGH SCHOOL

Headteacher

Application pack



Welcome to EPSOM AND EWELL HIGH SCHOOL

On behalf of the governors, I would like to thank you for your interest in the role of Headteacher at Epsom and Ewell High School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our ambitious aims and our remarkable staff and pupils.

Epsom and Ewell High School is a dynamic secondary school situated in Epsom, Surrey. Rated 'Good' by Ofsted in 2022 and celebrated as "no ordinary secondary school," it includes a sixth form, a specialist LAN school satellite centre and extensive grounds. Epsom and Ewell High School has earned a strong reputation within the community for its innovative use of technology and commitment to developing leadership skills in pupils and staff alike. The school nurtures academic potential while building essential life skills. It maintains strong partnerships with community organisations and specialist agencies to provide enhanced learning experiences and comprehensive support for all pupils.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.



Welcome to

EPSOM AND EWELL HIGH SCHOOL

All BET schools work with an Education Director who manages a geographical cluster of schools. Epsom and Ewell High School forms part of the Epsom cluster with four primaries, an infant, and a junior school.

We are seeking an experienced leader with a proven track record of strong leadership. The successful candidate must have a deep understanding of effective school improvement processes and a genuine desire to make a difference. They must be able to build and sustain a culture where staff and students enjoy learning and thrive.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit Epsom and Ewell High School.



A handwritten signature in black ink, appearing to read 'Alex Russell'.

Alex Russell
CEO



Why choose EPSOM AND EWELL and BET?



✓ Generous workplace pension

Teachers' Pension Scheme for teaching colleagues (Employer contribution 28.68%)



✓ Condensed school year

We offer a condensed school year with a **two week half term** in October



✓ CPD & Recognition Policies

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ Work-life balance

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ Health and wellbeing support

24/7 online GP access, Employee Assistance Programme (EAP), free online fitness classes, free flu **vaccinations** and eye tests, **cycle to work** scheme and occupational sick pay



✓ Staff benefits platform

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ Free parking

Free on-site parking is available at Epsom and Ewell High School





Application process



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

**If you would like to arrange a tour of the school, please contact:
Vanessa Swaisland - SwaislandV@bourne.education**

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact careers@bourne.education



‘Empowering future generations to thrive in tomorrow’s world.’

“The school provides a broad, balanced and bespoke curriculum. Leaders and staff have high ambitions for all pupils. Subject leaders have given careful thought to the order of the curriculum which builds on the work in the primary schools.”

Comments from Ofsted Report

March 2022





Job description

ROLE INFORMATION

Job title: Headteacher

Location: Ewell, Surrey

Contract: Permanent, full time

Salary: Leadership (Fringe), Scale 28-34, £98,044 - £113,355

Responsible to: Trust Leadership

ROLE PURPOSE

To provide outstanding and inspirational leadership and management of the school, creating an environment in which the highest possible standards of learning and teaching flourish and in which every pupil has access to high quality education to achieve their full potential.





MAIN DUTIES AND RESPONSIBILITIES

Shaping the future:

- Work with the Bourne Education Trust, the Local Governing Committee and the school community to build upon the culture of continuous improvement that is currently embedded and epitomises the school's core values
- Strengthen the implementation of the school's well-established values and vision across the school community
- Build upon the existing objectives and operational plans to drive continuous improvement and excellence
- Continue to champion the use of technology and innovation, building on existing strengths to transform teaching and learning experiences
- Ensure that the school continues to progress effectively, by drawing on the experience and enthusiasm of the highly talented team, inspiring them to apply their creative and practical expertise and reaching for 'Outstanding' criteria

Leading teaching and learning:

- Harness the school's data and benchmarking systems to further monitor and target progress, drive standards higher, and maintain the focus across the school on pupils' achievement and attendance, with a clear focus on their individual needs
- Continue to maintain a positive learning culture that encourages pupils to become self-directed learners, building their confidence and helping them achieve their full potential
- Drive the ongoing improvement of teaching and learning, maintaining high expectations and ambitious targets for the school community
- Strengthen the already aspirational and inclusive ethos of the school.
- Uphold and refine the effective, clear and consistent behaviour management strategy
- Expand and drive forward parental engagement practices
- Build upon effective classroom practice through strategic monitoring, evaluation and review of existing approaches and implementing targeted improvement strategies
- Sustain highly visible presence throughout the school





Managing the organisation:

- Provide effective leadership and management
- With support from the Trust and the School Business Manager, manage Epsom and Ewell's, financial and physical resources effectively to provide an efficient, effective and safe learning environment
- Recruit, retain and deploy staff appropriately
- Monitor the use of resources to ensure value for money
- Take advantage of all funding opportunities
- Ensure efficient and coherent communication links within the school community and maintain the culture of openness and transparency

Securing accountability:

- In conjunction with the Local Governing Committee, maintain the corpus of policies and ensure that they continue to be effectively implemented and followed
- Ensure individual staff accountabilities continue to be clearly defined, understood and agreed
- Continue to work with external partners and stakeholders towards mutually agreed objectives, where relevant

Strengthening community:

- Uphold the school's established role within the community, sustaining the existing pride in the organisation
- Maintain and deepen effective collaboration with parents, carers, Bourne Education Trust, the Local Authority and other agencies that ensures the school continues to successfully meet the wider needs of its pupils and the local community while fulfilling its legal and social responsibilities
- Extend the school's robust collaboration with other schools and learning providers, continuing to share expertise that enables full pupil entitlement and brings positive benefits for all
- Maintain and enhance the school's successful strategies for creating an inclusive environment, continuing to strengthen its commitment to equality





Person specification

KEY SKILLS REQUIRED:

ESSENTIAL KEY SKILLS

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of pupils
- Qualified Teacher Status or equivalent
- Successful experience as a leader
- Experience creating a positive school culture where pupils and staff thrive
- Successful teaching experience of the age range served by the school
- Experience ensuring all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities

Vision and values:

- Passionate commitment to developing the whole pupil through a values-based education that balances academic excellence with character development and emotional wellbeing
- Clear vision for maintaining an inclusive learning environment where diversity is celebrated and every pupil is empowered to discover their unique strengths and potential
- Dedicated to fostering a school ethos built on mutual respect, intellectual curiosity, and resilience, preparing pupils to become confident, compassionate citizens of the future





ESSENTIAL KEY SKILLS (CONTINUED)

Community and relationships:

- Ability to work in partnership with both the Local Governing Committee and the Trust
- Successful experience of creating and maintaining effective partnerships with parents and a local school community
- Ability to form and maintain appropriate professional relationships with all stakeholders

Curriculum:

- Experience of designing and implementing curriculum pathways which are challenging, appropriate, engaging and personalised
- Ability to review a curriculum offer based on differing needs of a cohort
- A commitment to the wider curriculum beyond school and the opportunities it provides for pupils and the wider community

Operational leadership:

- Knowledge of statutory current requirements relating to education
- Ability to formulate policies and monitor, evaluate and review their impact
- Ability to manage time well and work under pressure to deadlines
- Effective ICT skills
- Excellent interpersonal, communication and presentation skills; both written and oral
- Ability to effectively lead staff recruitment processes, ensuring high-calibre candidates are attracted, selected and retained within the school
- Successful experience of leading professional development

Behaviour and attitudes:

- Knowledge of how to foster a climate based on positive relationships, language and behaviours
- Ability to create and maintain an environment which promotes good behaviour, strong relationships and celebrates success for all
- Coach, motivate and mentor staff to maintain a school culture of commitment, high standards and drive for success





ESSENTIAL KEY SKILLS (CONTINUED)

Standards:

- Proven track record of raising standards
- Ability to establish and achieve challenging targets at all levels – school-wide, leadership team, teaching staff, and pupils
- Ability to collect, analyse and use progress and attainment data to drive improvement
- Successful experience of promoting the personal, social, moral, cultural and spiritual developments of pupils
- Understanding of the factors which create barriers and the ability to implement appropriate strategies to reduce these

Teaching and learning:

- Understanding of the principles of effective teaching and learning and the ability to promote a culture of positive attitudes to learning
- Understanding of the role and impact of assessment in pupils' learning
- Successful experience of monitoring, evaluating and improving the quality of teaching and learning

DESIRABLE KEY SKILLS

- NPQH or further professional qualification
- Experience leading a school through a recent Ofsted inspection
- Experience of working in a secondary school with a sixth form
- Ability to horizon scan future changes and challenges at a national and local level
- Ability to set, interpret, monitor and manage a budget
- Ability to manage, monitor and review the use of all available resources, ensuring best value and sustainability





PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

YOUR APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **6th May 2025**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received. Please note, interviews are scheduled for **14th May 2025**.

We warmly invite prospective applicants to visit the school.

To book a place on a tour, please contact Vanessa Swaisland - SwaislandV@bourne.education





SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



[Click to visit our website for more information](#)



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Bourne Education Trust

