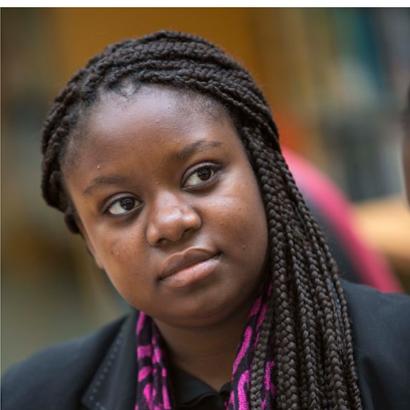
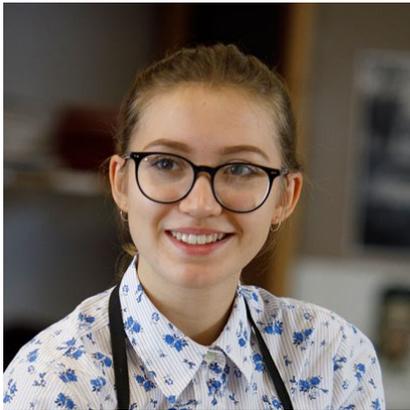




Leventhorpe

a business and enterprise academy



Appointment of Headteacher



Contents

Welcome to Leventhorpe	3
School Overview	4
Role Description	6
Person Specification	8
How to Apply	9



Welcome to Leventhorpe

Thank you for your interest in our school. We hope that you will find here what you need to help you consider whether you would like to be our Headteacher. The bar is high, but Leventhorpe offers an exceptional candidate the opportunity to lead a unique, highly effective and progressive school dedicated to comprehensive education within our local community.

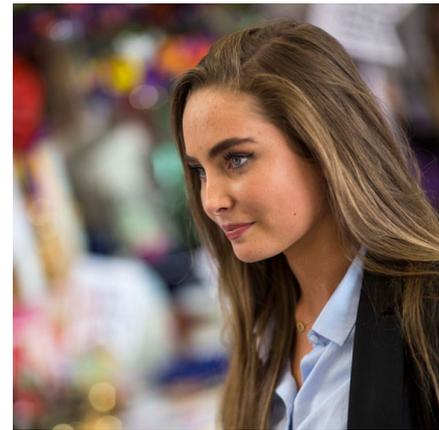
Our current Head has been with us for ten years and is moving on to take up a headship at a high profile International School. During his tenure, our results have consistently ranked well above the national average, and we received an Outstanding rating in our most recent OFSTED inspection in 2012.

Our new Head will be joining us at an exciting time in our development when we are expanding our roll from 180 to 240 PAN due to high demand for places at the school. They will be involved in shaping and influencing this expansion and the associated major capital projects.

Our new Head will willingly adopt the vision and ethos of Leventhorpe, but won't be afraid to challenge and question the status quo. We are looking for someone who not only has the vision and professional qualities you would expect, but who is also approachable, empathetic and charismatic. Someone who takes a genuine interest in our students.

Most crucially, however, we are looking for an exceptional leader who will work together with governors and the senior leadership team to inspire, persuade and continue to lead an inclusive and cohesive school community. We look forward to hearing from you and receiving your application for what is an exceptional opportunity in the leadership of secondary education in Hertfordshire.

Dr Tony Evans, Chair of Governors



School Overview

Leventhorpe School is an outstanding mixed, 11-19 secondary school and sixth form in the historic market town of Sawbridgeworth, Hertfordshire. The school became a Business and Enterprise Academy in August 2011. The intake at age 11 is drawn mainly from the pleasant and prosperous towns of Sawbridgeworth and Bishop's Stortford and from the surrounding villages. Demand for places in the school is very high with over four applications for each place. A good number of students travel significant distances to attend. In order to better meet the demand for places the governing body have exciting plans to expand the roll from 6FE to 8FE. An extensive capital works plan has been developed to provide additional accommodation and top rated facilities for all of our students.

In recent years, Leventhorpe has experienced an intensive capital build programme including sports facilities (sports hall, fitness suite, dance studio, all weather pitch and floodlit tennis courts) and Learning Resource Centre. Our new Head will be joining at a very exciting time in the further development of our facilities with our expansion plans including a new state of the art performing arts block alongside a brand new science and sixth form block. These facilities will represent a further £7M investment in the school and will commence in September 2018.

The school places a high priority on academic achievement as demonstrated at the last full OFSTED inspection when the school was graded "Outstanding" in each of the five categories. All staff are expected to play their role in ensuring the best possible outcomes for each and every student. Pass rates are 100% in nearly all subjects and percentages in the highest grades are well above the national average. Teachers, students and parents place a very high value on behaviour and care which helps to promote a highly cohesive and effective learning community.



School Overview

Leventhorpe is currently a partner in the Alban Teaching School Alliance. Teaching School Alliances are groups of outstanding schools that take a leading role in the training and professional development of Teachers, Support Staff and Headteachers, as well as contributing to raising educational standards through school to school support.

Leventhorpe is also the lead school for School Centred Initial Teacher Training within the Bishop's Stortford Educational Trust (BSET) and has strong links with universities. The school hosts placements for trainees in a wide choice of subjects and is a long-standing partner school with Cambridge University for PGCE.

Significant investment has been made in staff training to develop approaches to teaching and learning. There is a strong focus on developing high performing teams at different levels in the organisation. This has helped to form a culture with shared visions and values and a constant drive to improve learning opportunities for students. Leventhorpe has been awarded National Support School Status in recognition of the school to school support it provides and the current Headteacher is a National Leader of Education.

Subject departments are organised on a Faculty basis. The responsibility for the preparation of schemes of work and for monitoring their delivery lies with the Head of Faculty, overseen by a member of the Senior Leadership Team. The school places a high value on assessment for learning and each student undergoes a termly assessment in each subject.

The school upholds traditional values of uniform, discipline, homework, punctuality and polite behaviour. Each of Years 7 – 11 is organised into mixed ability tutor groups and overseen by a Head of Year who oversees the academic and social development of students as they progress through the school. Form Tutors monitor their form members' progress and liaise closely with pastoral heads.

In addition, each tutor group is assigned to one of eight Houses: Rivers, Cutforth, Newsom, Fawbert, Lawrence, Moore, Wilkins and Barnard. House Leaders organise a host of lively house events throughout the year such as talent competitions, quizzes and sporting events.

An extensive extra-curricular menu is available to all students. A comprehensive timetable of clubs offers something for everyone, from Rock Band to Film Club. A strong emphasis is placed on supporting students not just in lessons but also outside the curriculum. Staff and students' interest and enthusiasm in these groups are high. Music and drama productions are staged frequently and there is a particularly strong tradition of excellence in Music. 10% of students are admitted on the basis of musical aptitude. Students are also encouraged to represent the school in a variety of sports.





Role Description

The core purpose of the role is to provide inspirational professional leadership and to help guide the strategic development of Leventhorpe. Building on secure foundations, the successful candidate will continue to improve standards in all areas of the school's work to achieve the best outcomes for students.

The Headteacher is accountable to the governors for student standards and progress achieved, conduct and the management of the school. The Governing Board is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

More specifically, the key roles and responsibilities of the Head are:

Setting direction

- Create and communicate a clear sense of purpose and direction which is understood by all stakeholders
- Translate the vision into a clear Strategic Plan which all stakeholders understand; this includes the setting of educational and financial objectives
- Drive high standards in all areas including attendance, academic progress, non-academic achievement and a culture that expects continuous improvement to ensure a fully inclusive learning environment
- Monitor and evaluate the impact of the agreed vision to ensure impact on student provision and financial outcomes
- Ensure that teaching excellence and high achievement are at the heart of all strategic and improvement planning
- Lead through high expectation and aspiration – being prepared to challenge mediocrity and under performance
- Provide individual leadership which will inspire, motivate, challenge and support all staff
- To ensure that the school continues to build its positive profile in the community and surrounding areas encouraging collaborative partnerships
- Lead a 'customer focused' school which listens to parents and students in order to secure the commitment of all parents and carers to the vision and culture of the school

Teaching and Learning

- Ensure teaching and learning throughout the school is of the highest standard to expect that outstanding standards are achieved
- Ensure a curriculum is provided which will meet the needs of all students to secure future progress to high academic studies, apprenticeships and/or further training, whilst ensuring that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social, creative and emotional wellbeing of students



Role Description

Equality and equity

- Ensure that Leventhorpe reflects a vibrant and inclusive ethos which actively values and promotes diversity and community cohesion; an ethos which supports students to become successful and rounded citizens
- Ensure that monitoring takes account of different student groups and that data is used to close gaps; ensure equity for all students

Inspection and improvement

- Lead all requirements regarding inspection and external reviews; ensure that the school is fully compliant with all current requirements
- Review staffing structure to support educational delivery

Commercial

- Ensure all statutory and financial responsibilities are fulfilled in an efficient and timely manner by effectively managing the resources of the school
- Manage budgets, identifying cost saving initiatives which maintain standards of excellence

Requirement of all roles

- Actively support and model the Leventhorpe values:
Excellence, Commitment and Respect
- Create strong links with other local schools and the local community so that Leventhorpe is at the heart of the community
- Undertake such additional duties as may reasonably be requested by the Chair of Governors
- Respect confidentiality of staff, students, families and visitors and not breach this trust
- Participate in arrangements for performance management and identify areas in which s/he would benefit from training and undergo such training
- Proactively keep abreast of developments in relation to the post and whenever appropriate, attend professional development opportunities
- Comply with and support all policies of the school and ensure that all statutory requirements are met
- Take responsibility for the recruitment and retention of students

This job description is not exhaustive and may be changed at any time to meet the changing requirements of Leventhorpe. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.





Person Specification

We are seeking an inspirational, energetic and compassionate leader who can engage students, staff, parents and other key stakeholders in maintaining and developing Leventhorpe as a successful school in its local community. The successful candidate will therefore possess the following:

Knowledge/Skills/Abilities

- Thorough knowledge and understanding of current curriculum developments
- Demonstrable achievement of school improvement and school effectiveness
- Demonstrable ability to plan strategically and to lead, motivate, develop and inspire staff to manage change
- Effective communication skills, both oral and written, providing clear and accurate information, giving well informed advice to a wide range of internal and external audiences
- Ability to analyse and interpret student performance data and set challenging but realistic targets, plan effective intervention and monitor impact to ensure students make good progress
- Ability to support students in their learning and to help them become confident, independent, aspirational learners, with the drive and ability to flexibly meet the personal learning needs of every student, including strategies to challenge the most able
- Ability to ensure a positive ethos and structure for managing behaviour which enables all to achieve
- Ability to work effectively as part of the school team and with governors, students, parents and other stakeholders
- Ability to work effectively with members of the local community in developing the school as a community resource
- Knowledge of the statutory requirements and relevant legislation relating to school leadership and management, including health and safety, child protection and safeguarding
- Ability to lead and delegate the management of complex operational systems through knowledge of HR, finance and resource management

Experience

- Must have QTS (Qualified Teacher Status)
- Must have held the role of Headteacher or Deputy Head in a secondary school
- Demonstrate leadership experience in curriculum development and in school self-evaluation, including monitoring and evaluation strategies
- Have evidence of strong leadership of staff and pastoral development with the ability to inspire and motivate staff to work together and to share expertise within and across teams
- Have examples of collaborating and networking to create successful partnerships, working with other schools, agencies and stakeholders to improve outcomes
- Have evidence of successfully managing a budget with the ability to prioritise spending
- Have evidence of successful involvement in a school inspection
- Demonstrable expertise in the leadership of safeguarding, well-being and pastoral curriculum development in a secondary setting

Personal Qualities

- Consensual and team-driven, visible, leads firmly from the front. Has the ability to inspire staff and students and engage effectively with all stakeholders
- Acts with integrity, humility and approachability, holding the highest aspirations for staff and students
- Capable of building a strong rapport with students, staff and parents
- Innovative, creative thinker who develops the same approach in others



How to Apply

The new Headteacher will be expected to take up the post in September 2018. A salary package commensurate with the skills and experience of the appointee will be offered.

How to apply

Applicants must submit a completed Leventhorpe application form and a covering letter addressed to Wendy Shannon HR Manager, addressing the criteria outlined in the role description and person specification. The letter should be no more than two sides of A4.

The deadline for applications is 12:00 noon on Monday 22nd January 2018.

Interviews will take place for long listed candidates on Tuesday 6th February 2018. Shortlisted candidates will be invited back to attend on Wednesday 7th February 2018. This will be followed by a final panel interview on Thursday 8th February 2018.

We welcome daytime visits to experience the school at work, by appointment with Jackie Moodie, Clerk to the Governing Body. Please telephone: 01279 603156 or email to JCM@leventhorpe.net

Leventhorpe is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.