

Leventhorpe

a business and enterprise academy



“Outstanding leadership and management at all levels have established a highly cohesive and inclusive learning community” - OFSTED

Appointment of **Assistant Headteacher**

Applicant information pack

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Welcome to Leventhorpe

Thank you for your interest in joining the senior leadership team at Leventhorpe. I hope this pack helps to answer some of your queries and gives you a flavour of the school and our vision and values.

The school has expanded from 1150 to 1480 over the past five years and given the extra numbers, we need extra capacity in our Senior Leadership Team. Given the current profile of skills and experiences, we would welcome applications from any aspirant senior leaders, as we would have the opportunity to restructure some roles to incorporate your strengths. We would particularly welcome applicants that demonstrate experience and impact in pastoral roles at either senior or middle leadership levels.



I have been Head since September 2018, but have been part of the senior leadership team since 2007. In 2012 we secured an Outstanding Ofsted in all categories and as such were exempt from inspection for a number of years. We are now overdue and are therefore expecting an inspection in the near future. We have spent significant time and effort over the past two years evidencing high quality teaching and learning across the school and our development plans have had a clear focus on curriculum design and the quality of education.

In the summer of 2022 our GCSE outcomes were very pleasing and demonstrated that all of the work during lockdown to support students had worked very well. Recruitment into our sixth form last September had increased and if we recruit similar numbers next year we will have a sixth form of well over 350. We need to ensure that when externally assessed value added for sixth form returns in 2024, we secure strong positive results. A key part of our current strategy is aimed at securing improved results in the sixth form.

Our key strengths are embedded in our people. There is a distinctive Leventhorpe culture which is built on positive and supportive relationships between students and staff. Formally and informally our staff work hard to support students and each other; from formal programmes such as our SCITT and our work with ECTs, to the informal day to day advice and sharing of good practice that hallmarks our culture.

We see school leadership as having three key functions. Firstly, setting the vision and priorities, then investing in opportunities to enable staff to grow and develop their expertise and practice, and finally to ensure our systems are efficient and effective in terms of time, quality and impact.

In considering this post we will be looking for you to be able to demonstrate a record of improving standards for students and building capacity within other staff. The ability to inspire others in the school community is essential, and we look forward to hearing from you and welcome your application to become part of our team.

A handwritten signature in black ink, which appears to read 'M. White'. The signature is fluid and cursive.

Malcolm White
Headteacher

School Overview

EXCELLENT
FACILITIES

HIGH
STANDARDS

POSITIVE
WORKING
ENVIRONMENT

DEDICATED
COLLEAGUES

ENTHUSIASTIC
STUDENTS

CAREER
DEVELOPMENT

Leventhorpe is a successful, oversubscribed Business and Enterprise Academy with keen and respectful learners. It was rated 'Outstanding' in all 5 categories by Ofsted in 2012.

Leventhorpe is an outstanding mixed, 11-19 secondary school and sixth form in the historic market town of Sawbridgeworth, Hertfordshire. The school is a academy (we are an empty multi-academy trust) and has held specialisms in Business and Enterprise and as a Teaching School. The intake at age 11 is drawn mainly from the towns of Sawbridgeworth and Bishop's Stortford and from the surrounding villages. Demand for places in the school is very high with around four applications for each place. A good number of students travel significant distances to attend.

In order to better meet the demand for places we have expanded student numbers from 180 to 240 in years 7 through to 11. The school has grown from 1150 to almost 1500 students since 2017. To accompany this growth, we have completed an extensive capital works programme to provide additional accommodation and superb facilities for all of our students.



Our redeveloped site includes new sports facilities (sports hall, fitness suite, dance studio, all weather pitch and floodlit tennis courts), our Learning Resource Centre, re-modelling of Design & Technology and our Art facilities, a recently completed state of the art Performing Arts, Humanities and English block and our new Science and Sixth Form block which opened in September 2021.

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. GCSE outcomes in 2022 showed pass rates at grade 7+, 5+ and 4+ well above national averages with strong value added. Teachers, students and parents place a very high value on behaviour and care which helps to promote a highly cohesive and effective learning community.

Leventhorpe is 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 vision and values and a constant drive to improve learning opportunities for students.

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 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: Barnard, Cutforth, Fawbert, Lawrence, Moore, Newsom, Rivers and Wilkins. House activities form a key part of school life with 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 our Duke of Edinburgh program. 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 our calendar has a number of annual highlights such as Charity Week and LevFest. Extra-curricular sport offers a wide range of activities for students and our teams perform well in local fixtures and competitions.

Leventhorpe

Growth Plan 2022-2025

Our Vision

Together we provide the care and opportunities for all to learn, grow, excel and face challenge with confidence

Our Values

Excellence: Growing to be the best you can be

Commitment: Taking opportunities and being passionate about learning

Respect: Caring about each other and appreciating individuality

Over the next 3 years we will ensure that:

Students

Students of all abilities will thrive and achieve excellent outcomes. Students will receive a broad and balanced curriculum that develops knowledge and skills in literacy, communication, numeracy, problem solving, teamwork and leadership to prepare them for their next phase of education, training or employment. Students will feel safe. We will provide a supportive environment to build self-esteem, resilience and equip students to think deeply and challenge viewpoints. Students will be given tailored support to improve progress. Attendance and behaviour will be strengths of the school and reflect positive attitudes to learning.

Staff

We will recruit the best staff and train and develop them to become experts in their roles. Our provision will instil confidence and enable staff to support each other and contribute to the culture of high-quality teaching and our wider provision for our students, as well as securing high rates of staff retention. We will seek to proactively manage the workload and well-being of staff.

Sixth Form

Our Sixth Form will provide high quality teaching and offer a wide range of subjects to enable students to achieve excellent academic outcomes. Internal and external students will choose to continue their post-16 education with us. We will provide a nurturing environment, with comprehensive pastoral and futures support for students to thrive and be prepared for their next steps. Students will act as role models and work constructively with staff and younger students to fully engage in the wider life of the school.

Systems

Our systems will effectively safeguard, monitor and evaluate school activities. Accurate information and data will underpin our efficient operations and enable staff and students to make informed decisions. Appropriate channels of communication will be used for high quality internal and external communication between staff, students and parents.

Site

Our learning environment will be safe, stimulating and engaging. We will continue to invest in our facilities to benefit our students, staff and the wider community. We will take a responsible, ethical and sustainable approach to issues, promoting and modelling a commitment to environmental principles.

Stakeholders

As a community school, we will work in partnership with all stakeholders for the common good. We will give parents clear expectations to help support the academic and wider social development of their children and ensure positive working relationships with the school. The school will engage actively in partnerships with other schools and organisations to provide opportunities for staff and students to develop. We will enable the wider community to access and benefit from our site and facilities.



Role Description

Assistant Headteacher

Leadership Spine Point 12 - 16

Starting September 2023

Purpose of the Role

The core purpose of the role is to support the Headteacher and other members of the Senior Leadership Team in leading the school and developing a culture of high expectations and excellence for all.

The new Assistant Headteacher will have specific responsibilities drawn from the following areas:

Specific Responsibilities to be drawn from the following areas:

Strategic Leadership

- Communicate a clear sense of purpose and direction which is understood by all stakeholders and which expresses the core values and moral purpose of the school
- Motivate others to create a shared learning culture and positive climate for learning and personal development
- Ensure that teaching excellence and high achievement are at the heart of all strategic and improvement planning
- Lead by example, modelling the values and visions of the school
- Translate the vision into agreed targets, objectives and operational plans
- In liaison with the Headteacher, be responsible for the strategic direction, development and co-ordination of identified areas of the school's improvement plan, ensuring that intended outcomes are met
- Ensure that the school continues to build its positive profile in the community and surrounding areas and encouraging collaborative partnerships

Operational Leadership

- 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
- Contribute to the school's quality assurance procedures undertaking: lesson observations and feedback, work scrutiny, staff/student interviews and Faculty Reviews
- Exercise accountability for students' academic outcomes, in linked Curriculum Areas. Work with the Curriculum Leaders to analyse individual students' class and Curriculum Area progress and performance data, identifying targets and implementing interventions for improvement
- Advise and support Curriculum Leaders in all curriculum decisions and developments including national curriculum reform and the choices that are required with regard to syllabus, qualifications and examining board.
- Keep Governors and SLT updated on national reform and new developments and strategies which may impact on Curriculum Areas.
- Provide individual leadership which will inspire, motivate, challenge and support all staff

Quality Assurance

- Ensure the consistent use of effective quality assurance practices to maintain high quality provision.
- Ensure that all colleagues are able to make accurate and consistent assessments on the quality of teaching observed during short observations, and are able to give focused and relevant feedback.
- Contribute to the school's Self Evaluation Form [SEF] and our annual reporting to the Governing Board

Pastoral System

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- As a member of the school's Senior Leadership Team, undertake duties and promote and support effective behaviour management support whilst maintaining good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Communications / Liaison

- Ensure effective communication and consultation with staff, parents, governors, partner schools and other relevant stakeholders which listens to parents and students in order to secure commitment to the vision and culture of the school
- Attend all meetings which are listed within the school's directed time budget and provide a senior staff presence at other events, as requested by the Headteacher
- Contribute to Governing Board and/Governors' committee meetings at the request of the Chair and / or Headteacher

Professional Development

- Undertake appropriate training to enhance personal, professional skills related to fulfilling the role of Deputy Headteacher, including professional reading and research
- Promote teamwork and the wellbeing of staff to ensure positive working relationships and sustained high quality performance
- Participate in staff recruitment and the induction of new staff
- Undertake any reasonable request from the Head of School/ Executive Headteacher that is not specified in this job description

Person Specification

Assistant Headteacher

How to Apply

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
- 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 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
- A clear understanding of what constitutes positive student behaviour and effective strategies to achieve them
- Knowledge and awareness of the OFSTED framework
- Ability to lead initiatives, support the process of change and work effectively in a team
- Ability to coach colleagues to improve their behaviour management
- Ability to motivate and inspire others

EXPERIENCE

- Significant teaching experience at senior leadership level in a secondary school setting
- Has successfully led, planned, managed and evaluated change which has had a significant impact at whole school level
- Has demonstrated the ability to work strategically and successfully
- Demonstrates outstanding, sustained and successful experience as a teacher in a secondary context with excellent student outcomes
- Can demonstrate strategic thinking and planning that builds, communicates and carries forward coherent and shared vision
- Has experience of developing and sustaining a learning culture that has inclusion at its core, including high expectations and standards of achievement

QUALITIES

- A student centred approach to education
- Ability to think strategically and use your own initiative
- A commitment to work as part of an effective senior leadership team
- Ability to form good working relationships with students and staff
- High standards and expectations
- Ability to hold effective yet difficult conversations with a range of stakeholders
- Outstanding communication skills
- Reliability and integrity
- A commitment to safeguarding and promoting of welfare of children issues.
- Honours Degree (First or Second Class)
- Qualified Teacher Status – PGCE or equivalent
- Evidence of applying continued professional development

The new Assistant Headteacher will be expected to take up the post in September 2023 on a salary commensurate with the skills and experience of the appointee will be offered.

Range of L12–L 16 including fringe.

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 Wednesday 1st March 2023.

Interviews will take place during the following week.

We welcome daytime visits to experience the school at work, by appointment with Wendy Shannon, HR Manager. Please telephone: 01279 836633 or email to was@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.





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