



MAIDEN ERLEGH
CHILTERN EDGE



Headteacher Candidate Brochure



MAIDEN ERLEGH
TRUST



MAIDEN ERLEGH
SCHOOL



MAIDEN ERLEGH
SCHOOL IN READING



HamiltonSchool
A PLACE OF EDUCATION, GROWTH & OPPORTUNITY



GREAT HOLLANDS
PRIMARY SCHOOL



Cranbury
College



OAK TREE
SCHOOL



Welcome

Dear Candidate

Thank you for your interest in the post of Headteacher at Maiden Erleigh Chiltern Edge.

Maiden Erleigh Chiltern Edge is an 11 to 16 school which serves the communities of South Oxfordshire and north Reading. It sits within 11 hectares of beautiful countryside in the attractive village of Sonning Common, an area of outstanding natural beauty.

Since joining the Trust in August 2018, the school has gone from strength to strength. In its most recent Ofsted inspection in May 2022, it was noted that 'pupils feel very safe at this school', that 'parents are overwhelmingly complimentary about the school' and that the school is 'very much part of the village community'. This vacancy arises as the incumbent Headteacher, Mr Hartley, will be leading the development of the Trust's new free school, River Academy, which opens in September 2024.

This is a hugely exciting time for an outstanding candidate to join this wonderful school and build even further on the teams' achievements of the past five years. As Headteacher of this exceptional school, you will have the opportunity to shape the best educational experience possible for the young people in the locality, working alongside a team of talented and dedicated teachers and support staff and a community who are deeply invested in its success.

You will not be alone, however. You will be joining a local and supportive Trust, whose values of 'Aiming High, Being Inclusive and Working Together' will be the foundation of all you aspire to achieve, for yourself, your team, and your students.

Maiden Erleigh Trust is a partnership of seven schools, soon to be nine. We are a mixed-setting multi-academy trust operating a range of primary, secondary, and specialist provisions across Berkshire and Oxfordshire. You will, therefore, have access to broad and deep expertise and wider support from the whole Trust team. It is a role to make your own, but you will not be on your own.

If you would like an informal discussion about the role, or to visit the school prior to application, please contact Jonathon Peck, Chief Executive Officer, on 0118 929 6020.

Yours faithfully

Nick Jones

Chair of the Board of Trustees

Jonathon Peck

Chief Executive Officer





About us

The School

At Maiden Erlegh Chiltern Edge we are committed to helping our students realise their dreams by equipping our young people with the knowledge, skills, understanding and confidence to achieve success. Expectations of ourselves, our students and the wider community of the school are high. We provide a rich and varied curriculum as well as an extensive range of extra-curricular and sporting activities.

Maiden Erlegh Chiltern Edge students are confident, talented, inspirational and have a hunger to learn. The greater the challenge, the more they achieve. As a small school we are able to offer the strong values of community, care and support for all of our students. Relationships thrive and the consistent feedback that we receive is that staff will always go the extra mile for our students. We work closely with our parents, and it is a clear focus of our Heads of Year and our pastoral support teams to get to know parents and form relationships as soon as possible. The strong sense of community amongst the staff and the lovely rural setting all make Maiden Erlegh Chiltern Edge a special place to work.

Maiden Erlegh Trust

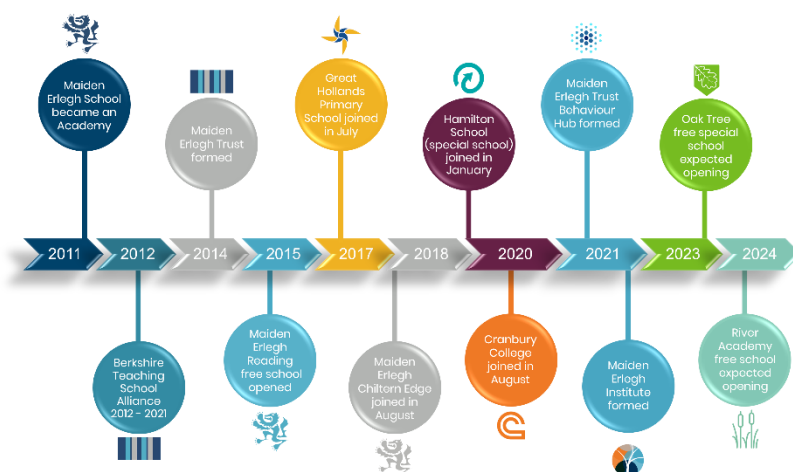
We are a proudly comprehensive and local community-based Trust. We believe in ambitious inclusion and that every child and young person can achieve great things. As a result, we have a range of schools because we want to be a Trust for local families, whatever their circumstances.

Because our Trust schools are geographically close, we know our communities and our local agencies very well. This supports strong collaboration, productive working relationships and access to genuine support and assistance (often not as readily available in larger trusts).

We recognise the importance of investing in our staff and you would be supported with tailored development opportunities, but we would also hope you would contribute to our CPD offer also (not least our annual cross-Trust conference).

Please browse our [Trust website](#) as we believe this gives you a feel of what we stand for.

Maiden Erlegh Trust Timeline





Job Description

Job Description	
Job Purpose	<p>The Headteacher is expected to lead and manage effectively, with integrity and humility, at all times.</p> <p>The Headteacher will be accountable for the quality of education, support and development of staff, and the overall experience of students and staff in their school.</p> <p>The Headteacher provides the day-to-day direction and leadership consistent with the vision and values, integrity, excellence, and inclusiveness expected of all schools in the Trust. They are responsible for the operational management of the school, the safe supervision of all students and staff, and care of the school premises and equipment.</p> <p>They collaborate positively with others in the Trust and model excellent leadership and practice at all times. They embrace their shared responsibility for every child in the Trust, as well as those in their own school.</p>
Start Date:	January 2024
Location:	Maiden Erlegh Chiltern Edge Reades Lane, Sonning Common, Berkshire, RG4 9LN
Accountable to:	Executive Director of Education
Responsible for:	Direct line management of the Senior Leadership Team, and day to day leadership of the wider staff team.
Financial Accountability:	Accountable for the devolved revenue and capital budget of the school within the Trust's Scheme of Delegation.
Salary:	Group 5: L22 – L28 (England & Wales) Relocation Allowance (up to £8k)
Contract:	Permanent, Full Time



Vision and Core Purpose

- Articulate clear values and moral purpose for the leadership of the school, focused on providing a first-class education for all our students of all abilities.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.
- Develop positive relationships, behaviours and attitudes towards our students, and to engage parents, governors and members of the local community in the constant improvement of all that we do.
- Ensure that the education and interests of our students are at the centre of everything we do at the school.
- Promote the concept of inclusion across the whole school and ensure its rigorous application.

Meeting our objectives through improving learning and achievement in the classroom

- Lead the improvement and development of the school on the basis of evidence and knowledge about effective practice, and to promote a strong culture of continuous professional development for our staff and succession planning.
- Promote the interests of our school around appropriate strategic aims, translating opportunities arising from local and national policy into the school's context.
- Ensure that the school's development as a school is consistent with our aims and seeks further to serve our local community.
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality of opportunities, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Maintain and secure outstanding teaching from all teachers delivering this through an understanding of the features of successful classroom practice and curriculum design.

Leadership and Management

- Promote with clarity the vision, values and ethos of the Trust and the school to all stakeholders and the wider community.
- Promote the sharing of best practice between teachers and a culture where unsatisfactory practice is challenged and improved.
- Establish an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Be sensitive to staff personal and professional problems, be willing to address and resolve them and address conflict while maintaining morale.
- Identify emerging talents at all levels in the school, coaching current and aspiring leaders in a climate where excellence is the standard.
- Hold all staff to account for their professional conduct and practice.
- 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.
- Provide a safe and well-ordered environment for all students and staff, with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society.





- Establish, implement, and maintain rigorous and transparent systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
- Implement and maintain rigorous assessment systems that allow the school to measure and evaluate the performance of students as well as ensuring the predictability of educational outcomes.
- Welcome strong governance and actively support the Local Advisory Board to deliver its functions ever more effectively – in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of achievement and the school's sustainability.
- 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.

Wider Engagement and Contribution

- Develop the capacity of the school to work with other schools and improve the quality of education and other opportunities for young people.
- Develop effective relationships with other services to improve academic and social outcomes for all students.
- Harness the findings of well evidenced research to contribute to school self-improvement.
- Make the School a centre of good practice in initial and continuing teacher education.
- 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.
- Engage with the local community to raise the profile of the school.
- Support the wider improvement work of the Trust.





Person Specification

	Person Specification	Assessed by Application or by Interview/ Reference	
	Qualifications	A	I
1	First degree or equivalent.	✓	
2	Qualified Teacher Status (QTS).	✓	
3	Evidence of recent and relevant training and development at headship level and/or in preparation for headship.	✓	
	Professional experience and knowledge		
4	Substantial experience with a record of excellent teaching, ideally at more than one school.	✓	
5	In-depth knowledge and understanding of the wider educational agenda including current national policies and guidance as well as the statutory and legal framework governing the operation and regulation of schools.		✓
6	Successful experience of securing and raising standards in an ambitiously inclusive school.	✓	✓
7	Successful experience of working with external agencies locally, nationally, and internationally, including public, private and community sectors.		✓
8	Proven track record in leading and managing staff including building a successful team, sharing and delegating effectively as well as implementing and managing change at a senior level in an educational organisation.	✓	✓
	Personal aptitudes, qualities and skills		
9	Capacity to work in a collaborative manner.		✓
10	Articulate and approachable with excellent interpersonal and communication skills both verbal and written.	✓	✓
11	Proven sound problem solving and decision-making skills combined with the ability to lead, inspire, influence, and manage change.		✓
12	Astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate and resolve conflict.		✓
13	Proactive, innovative, and versatile with a high level of drive, energy and enthusiasm, aspiration, resilience, reliability, and integrity.		✓
14	Ability to relate empathetically to, and work with, different stakeholders.		✓
15	Capacity to retain a sense of balance, resilience, and a sense of humour under pressure.		✓
	Leading learning and teaching		
16	Successful experience of positive behaviour and attendance management which is student-focused and trauma-informed, but uncompromisingly ambitious.	✓	✓
17	Evidence of setting and achieving ambitious goals and targets	✓	✓
18	Successful experience of curriculum design and pedagogy for all.	✓	✓
19	Evidence of successful experience in leading professional development as well as the coaching and mentoring of staff.	✓	✓



20	Evidence of using data, benchmarks, and feedback to monitor and judge progress and to identify strengths and weaknesses of students and staff.	✓	✓
	Improving the life chances of children and young people		
21	Demonstrable understanding of the processes of safeguarding and safer recruitment and safeguarding procedures.		✓
22	Experience of and a commitment to an extensive range of extra-curricular activities.	✓	✓
23	Recognition and promotion of the role parents, carers and families play in helping children and young people succeed and thrive.		✓
	Shaping the future		
24	Visionary with respect to developing and promoting the school's ethos, priorities and targets including the spiritual, moral, social, emotional, and cultural development of all its pupils.	✓	✓
25	Proven record of providing a collaborative vision for excellence with a sense of purpose and equity with high standards.	✓	✓
	Developing self and working with others		
26	High profile role model with a professional approach that demands accessibility, excellence, confidence, trust, respect and support of the entire school and wider community.		✓
27	Supportive of an appropriate work life balance for self and others.		✓
	Leading and managing the organisation		
30	Capacity to nurture and motivate the staff in order to provide opportunities for staff development thus ensuring succession planning.	✓	✓
31	A commitment to diversity, equality and inclusion and ethical leadership in all areas of the school's work.	✓	✓
32	Evidence of highly developed skills in performance management, recognising skills and high performance, and tackling underperformance through to resolution.	✓	✓
33	Capacity to undertake effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money.	✓	✓
34	Understanding of education human relations (HR) issues and a capacity to work within the statutory framework to solve HR problems.	✓	✓
35	Evidence of the skills required to harness the potential of new technologies, including social media, not only for the benefit of student learning but also for the promotion and marketing of the school.	✓	✓
36	Ability to use a rich set of data to understand the strengths and weaknesses of the school.	✓	✓
37	Ability to create and maintain organisational systems and structures, at school and Trust levels.	✓	✓
38	Evidence of whole school self-evaluation and accountability and the school improvement process.	✓	✓
39	Commitment to collaborate with neighbouring schools and colleges in support of the development of the wider education community.		✓
40	Committed to sustain a safe, secure and healthy school environment.		✓
	Specific requirements		
41	Demonstrate the suitability to work with children.		✓



How to Apply?

If you would like further information, or to organise a visit to the school prior to application, this can be arranged through our HR department via email recruitment@maidenerleghtrust.org.

Deadline for Applications:	12:00 noon Monday 10 July 2023
Shortlisting will take place:	Tuesday 11 July 2023
Interviews will take place:	Monday 17 July – Tuesday 18 July

All applications should be sent to recruitment@maidenerleghtrust.org using the form provided.

Applications received which are not completed using the form provided may not be considered at shortlisting.

Maiden Erlegh Trust reserve the right to research applicants on social media platforms and the Internet, and the recruitment panel may take this information into consideration during the recruitment process.

Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and staff. We are also committed to being ambitious for all and supporting everyone to reach their full potential. All employees of the Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check

