



THE APPLETON SCHOOL

Achieving Excellence

The Appleton School

Croft Road, Benfleet,

Essex, SS7 5RN

Tel: 01268 794215

info@theappletonschoool.org

www.theappletonschoool.org

The Appleton School is part of the Benfleet Schools Trust, a company limited by guarantee, registered in England and Wales
Company number 07561574. Registered Office: The Appleton School, Croft Road, Benfleet, Essex, SS7 5RN

Appointment of Headteacher

Information for Candidates





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HEADTEACHER

Required September 2021

Salary L33 – L39

Group Size 7

NOR 1579

The Appleton School is a popular and oversubscribed 11-18 school. The Trust is seeking to appoint a dynamic and inspirational leader with vision, drive and ambition to lead the school from its good Ofsted inspection to Outstanding, a rating the school previously enjoyed for a considerable period. The Trust has high aspirations for all students and is inclusive in its values. The school aspires to provide learners with a world class education. Our exceptional pastoral support system contributes to our Progress 8 scores. In normal years we usually enjoy excellent examination results. All students have good attitudes to learning and the school benefits from strong community support. The role is suitable for experienced Deputy Heads seeking their first Headship as well as experienced Headteachers.

The Trust wishes to appoint a Headteacher who has:

- Experience of raising and sustaining attainment in a school.
- Exceptional leadership and communication skills.
- The drive to secure the best educational experiences for all young people.

We are interested in an application from you if you are passionate about outcomes for students, can motivate and inspire others, demonstrate challenge and empathy and move our school into the next phase of its development.

Visits are warmly welcomed. Please contact Julia Binstead Tel: 01268 794215 Ext #223 or email jbinstead@theappletonschool.org . Tour dates are available on request.

Closing date: 1st March 2021 at noon

Shortlisting date: 2nd March 2021

Interview dates: 10th & 11th March 2021

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.



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Letter from the Chair of Benfleet Schools Trust

Dear Candidate

Thank you for your interest in the post of Headteacher of The Appleton School. The school is currently part of a small MAT consisting of two large secondary schools in South Essex. Our schools are committed to sharing good practice and challenging ourselves to provide the very best educational outcomes for our students. The MAT is a vibrant partnership aiming to make a real difference to the lives of young people.

The Appleton School has been relentless in its efforts to develop confident young people in a positive and inclusive ethos. The curriculum is both broad and balanced with exceptional opportunities for young people in our extra-curricular programmes.

The successful candidate will be comfortable with bringing and receiving challenge within a collegial environment, have an enquiring mind and be someone who promotes innovation for school improvement and personal and corporate growth.

If you are passionate about the outcomes for students, can motivate, inspire others and demonstrate challenge and empathy then we would be delighted to receive your application. Please return the completed application form to Julia Binstead either at jbinstead@theappletonschool.org or apply directly through TES On- line. A pre-shortlist interview using the **myinterview.com** platform will be offered in order to inform shortlist selection.

Yours sincerely

Peter Hillman
Chair of Benfleet Schools Trust



Headteacher Job Description

Core Purpose

The Headteacher, working with the Trust Board, Governing Body, Leadership team and school staff, will:

- provide overall strategic leadership for the school in order to ensure its continued success and future improvement;
- ensure high quality education for all students that leads to high standards of progress and attainment;
- be responsible for the internal organisation, management and control of the school.

The Headteacher's professional duties must be carried out in accordance with, and subject to:

- a) the provisions of all applicable legislation;
- b) the Funding Agreement of the school;
- c) any rules, regulations or policies made by the Academy Trust and Governing Body;
- d) the School Teachers' Pay and Conditions Document.

Principal accountabilities

Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school;
- Welcome strong governance and actively support the local Governing Body and Academy Trust to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance;
- Develop, implement and evaluate the School's policies, practices and procedures;
- Ensure accurate school self-evaluation to inform school improvement planning;
- The Headteacher is the Accounting Officer in the academy and as such has overall responsibility for planning, allocation and monitoring of the school's budget.

Teaching and learning

- Lead and manage teaching and learning throughout the school, demonstrating an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design;
- Ensure student outcomes are as high as possible.

Health, safety and discipline

- Provide a safe, calm and well-ordered environment for all students and staff;
- Promote the safety and wellbeing of students and staff;
- Ensure good order and discipline amongst students and staff.

Safeguarding

Have overall responsibility and accountability for safeguarding and promoting the welfare of students within the school.



Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and young adults and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures;
- Sharing information with other professionals;
- Assigning a designated professional lead for safeguarding;
- Operating safer recruitment practices;
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice;
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children and young adults.

Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance, with empathy and challenge;
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applies to be paid on the upper pay range should be paid on that range;
- Organise and deploy resources within the school;
- Promote harmonious working relationships within the school;
- Maintain relationships with organisations representing teachers and other members of the staff;
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

- Promote the participation of staff in relevant continuing professional development;
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff;
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff, including induction and probation.

Communication

- Consult and communicate with the Governing Body, Academy Trust, staff, students, parents and carers and the local community;
- Communicate compellingly the School's vision and drive the strategic leadership, empowering all students and staff to excel.

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies.



Headteacher: Person Specification

	Criteria	Essential/ Desirable	
		E	D
A	Qualifications		
1	A first degree or equivalent	√	
2	Qualified Teacher Status (QTS)	√	
3	NPQH or education related post-graduate qualification		√
4	Evidence of recent and relevant training and development at headship level and/or in preparation for headship	√	
B	Professional experience and knowledge		
5	Substantial experience of teaching in an 11-18 school	√	
6	Successful strategic experience of leading and managing at headship/deputy headship level in a secondary school or other educational organisation	√	
7	In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a school/academy	√	
8	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	√	
9	Successful experience of raising standards for all with measurable outcomes as a result of one's contribution in a school in the pursuit of excellence	√	
C	Personal aptitudes, qualities and skills		
10	To have high expectations and the ability to think and plan strategically to reflect, promote and deliver the school's vision, ethos, priorities and targets whilst empowering others to take them forward	√	



	Criteria	Essential/ Desirable	
		E	D
11	To be articulate and approachable with excellent interpersonal skills both verbally and in writing	√	
12	To have proven sound decision-making skills combined with the ability to lead, influence and manage change	√	
13	To be proactive, innovative and versatile with a high level of drive, energy and enthusiasm, resilience, reliability, integrity and a sense of humour	√	
14	To be able to relate empathetically to parent/carers, staff, students, governors/trustees and the wider community	√	
15	To be able to prioritise, plan and organise effectively	√	
D	Leading learning and teaching		
16	An outstanding classroom teacher practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards	√	
17	Successful experience of positive behaviour management and development a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	√	
18	Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda	√	
19	Proven experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of all students	√	
E	Improving the life chances of children and young people		
20	Recognition and promotion of the role parents, carers and families play in helping children and young people succeed and thrive	√	
21	A commitment to a student-centred approach, within an equitable and inclusive school in which the academic and personal welfare of each student is paramount	√	



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	Criteria	Essential/ Desirable	
		E	D
F	Developing self and working with others		
22	To be a high profile role model with a professional approach that demands excellence, confidence, trust and respect of the entire school and wider community	√	
23	Experience of delivering effective staff training/CPD	√	
24	To demonstrate the importance of a work life balance	√	
G	Leading and managing the organisation		
25	Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution	√	
26	Evidence of successful experience of effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money		√
27	A demonstrable understanding of the processes of safe-guarding and safer recruitment and safe guarding procedures	√	
28	Committed to sustain a safe, secure and healthy school environment	√	



Referees

To comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:
 - One reference from the Chair of Governors of their current school;
 - One reference from the Authority;
 - One reference from their previous employer if employed by them within the last 5 years.
- Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:
 - One reference from the Chair of Governors/Chair of Trustees of their current school;
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.
- Existing Deputy Headteachers and others currently employed in any school or academy are required to provide:
 - One reference from their current Headteacher;
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.





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Appointment of Headteacher

School:	The Appleton School
Chair of Governors:	Peter Hillman
Website:	www.theappletonschool.org
School Group Size:	Group 7 NOR: 1549
Salary Range:	Starting Salary Negotiable in Group 7 Range Point 33 - 39
Start Date:	1 September 2021
Contact Email and Telephone:	Julia Binstead, Personnel Manager 01268 794215 ext # 223 or jbinstead@theappletonschool.org

Recruitment and Selection Arrangements

Thank you for your interest in the post of Headteacher at The Appleton School.

Applications may be submitted either via the TES online advertisement or by email to jbinstead@theappletonschool.org [Application Form for Schools \(Dec 2020\).docx](#)

You are also required to submit a recording on **myinterview.com** <https://apply.myinterview.com/the-appleton-school-academy-trust/headteacher-the-appleton-school>. The application form and recording must be submitted by noon on 1st March 2021.

Tour dates: Available on request.

Closing Date: 1st March 2021 at noon.

Interview Dates: 10th & 11th March 2021

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date.

We look forward to receiving your application. Please do not hesitate to contact Mrs Julia Binstead 01268 794215 x #223 should you have any queries.