



**R**ODBOROUGH

# Principal Candidate Pack

INSPIRE CHALLENGE LEAD



## Welcome from our CEO

Dear Applicant,

Welcome to Rodborough School and Weydon Multi Academy Trust.

On behalf of the school, the local governing body and the Trust, thank you for taking the time to consider the post of Principal at Rodborough School, a six-form entry mixed comprehensive located in a stunning 25-acre site in the village of Milford, near Godalming in the Surrey Hills.

This is a career defining opportunity for an exceptional leader, who will be joining the school as it enters the next exciting phase of its successful history.

Founded in 1951, Rodborough joined WMAT in March 2021, having previously been a strong stand-alone academy for several years. In the coming months and years, we anticipate the school entering a period of growth and development, building on strong foundations post pandemic and post Ofsted (Summer 2022). Rodborough benefits from four million pounds worth of investment for its infrastructure, which includes the installation of a 3G sports pitch and the refurbishment of the language and maths centre. These are certainly exciting times!

The Trust I lead, and the local governing body at the school share the ambition for Rodborough to be at the forefront of exceptional academic standards and a national reputation for achieving exceptional outcomes; alongside this we strive to be a place of joy and laughter where lifelong memories are made. The school has a strong, inclusive and cohesive ethos reflecting our Trust wide values of aspiration and high ambition for all. We aim to build on positive, inspiring and trusting relationships to fulfil our ambition whilst continuing to be a "people first" organisation. Put simply, we want Rodborough to be the school of choice in the local area even for those parents that might consider private education as an option.

Rodborough has unlimited potential, and it is in a strong position to move forward. The community that it serves is highly aspirational and successful with many skilled and talented people within its catchment area. The staff at the school are experienced with many commended by Ofsted. Our students are truly comprehensive in characteristics, with many seeking to secure places at Russell Group Universities or high-end apprenticeship placements; almost all students go on to post 16 education at the local 6th form college and other further education establishments. We are also extremely proud to provide an excellent high needs provision on site at the Cullum Centre.

Parents are very engaged with the school and offer an enormous amount of support through the Friends of Rodborough group. However, they do demand the highest standards from the school particularly within the area of academic progress and positive learning environments.

The school website provides a wonderful insight into the richness of the experience available to students including a wide range of international trips, Duke of Edinburgh Award scheme, sports and the arts. The school and the wider community also benefit from the vibrant tennis centre and music works facility.

We are seeking a dynamic, passionate, and enthusiastic leader who will use their creativity, insight and ability to inspire and empower staff to make a difference.

When considering your application, we would strongly encourage you to share with us what it is that drives and motivates you as an educationalist along with your own vision for the role of Principal at Rodborough.

Our new Principal will be supported by a dynamic executive Trust team, our other Principals and of course, myself. Every principal in the Trust has access to a range of services including financial expertise, legal, business and administrative support. You will also be encouraged to appoint a professional coach and our terms of employment include private health insurance and some term time holiday.

I hope you will take the time to review the information within this candidate pack. I welcome conversations and expect all interested candidates to visit Rodborough School to see for themselves what a fantastic opportunity this is. These can be arranged via our Recruitment Partner, **Charlotte Cuthbert** at **Academicis**. Charlotte can be contacted at [ccuthbert@academicis.co.uk](mailto:ccuthbert@academicis.co.uk) or on **07799 763440**.

I appreciate that making an application is time consuming, therefore I would like to thank you in advance, and I very much look forward to receiving your completed application.

Yours sincerely,

A handwritten signature in black ink, appearing to read "John Winter".

John Winter  
CEO, WMAT

**INSPIRE CHALLENGE LEAD**



## About our Trust

### **Vision**

Stronger together, transforming lives, creating memories which are celebrated for a lifetime.

### **Core Purpose**

Transforming lives.

### **Core Values**

Aspiration and Ambition for all, trusting relationships, restlessness in the pursuit of being better, positive and inspiring, people focused.

### **Vivid Description**

Our trust is excellent for everyone and in everything we do. We are ambitious and aspirational for staff and students, developing system leaders and inspirational teachers. We are the schools of choice for everyone in our community. We have big dreams transforming lives through scholarship for all; maximising students understanding of the world, enriching their lives and shaping their futures, creating memories which are celebrated for a lifetime. Stronger together, our ideals are achieved. An organisation built on a trust founded on kindness, respect and integrity. Our schools' excellence will define their communities much like the great universities across the world. As a result the Trust will help define the Nation's education system.

### **Common Features in all our Trust Schools**

Flow learning, scholarship, challenging and inspiring curriculum for all, exceptional learning environment, outstanding staff development.

**INSPIRING A COMMUNITY OF LEARNERS**

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## About Rodborough School

### Our Vision

Developing the learners of today to become the creative, respectful and successful leaders of tomorrow.

### We will do this by:

- Inspiring each other to develop new skills and explore new opportunities.
- Challenging each other to excel in all that we do.
- Leading each other in our learning and personal development.

### Our Values

#### To develop:

- Students who make excellent progress in all aspects of their school life.
- Inspired learners with inquisitive minds and a thirst for knowledge.
- Students who have exceptionally positive attitudes towards learning and their community.
- Confident and creative leaders in all areas of our community.

INSPIRE CHALLENGE LEAD

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# Job Description – Principal

**Job Title:**

Principal of Rodborough School

**Accountable to:**

CEO of Weydon Multi Academy Trust

**Job Purpose:**

To provide exceptional professional leadership and to take forward the process of continuous improvement in delivering high quality education to all the students at Rodborough School. Therefore, transforming lives, and creating memories which are celebrated for a lifetime

**Pay Scale:**

Circa £105,000 to £110,000 per annum

This job description details the responsibilities of the position but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Trust.

Weydon Multi Academy Trust and Rodborough School are committed to protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.





## Job Description continued

### Key Outcomes

- Ensure Rodborough School has a clear vision linked to the strategic vision of the WMAT that is shared, understood and applied by all stakeholders.
- To ensure a culture of excellence and equality at all levels in Rodborough School.
- Promote high expectations and aspirations of all the staff and students.
- To ensure high quality education by building upon a culture of excellence in teaching and learning so all students find their learning challenging, engaging and motivating. (Flow Learning).
- To commit to all students realising their full potential by offering exceptional learning opportunities.
- To work with Weydon Multi Academy Trust in ensuring policies and procedures remain fit for purpose in line with the scheme of delegation.
- To promote collaborative working internally and externally.
- To promote the sharing and utilising best practice with other colleagues across the Trust.
- To develop exceptional relationships with other local schools particularly primary schools to enable a smooth transition from year 6 to year 7, and post 16 education establishments.
- To promote and maintain links with business, the local community and families.
- To be responsible for the effective management of the Academy budget.
- To ensure a Deputy Principal or other suitable person is available to deputise for the Principal when they are absent.

### Leadership and Development

- Understand and welcome the role of effective governance, including accepting responsibility.
- To work with the Rodborough senior leadership team to translate the vision into agreed objectives and operational plans, which deliver school improvement.
- Provide strategic leadership that secures the highest standards of progress, attainment and personal development for all students and staff.
- Ensure that strategic planning takes account of the values and experience of the school, its stakeholders and Rodborough School.
- Ensure that the Academy structure enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the further development of Rodborough School and its facilities.
- Promote increasing parental engagement in the activities of the Academy.
- Deliver leadership in all aspects of the Academy functions and future change processes.

### Leading Teaching and Learning

- To manage, review and implement a curriculum that inspires and meets the needs of students and creates memories that last a lifetime.
- Ensure that the statutory requirements of the National Curriculum and other curriculum developments are met.



## Job Description continued

- To provide leadership in the further development of innovative teaching and learning in line with the Trust's FLOW learning policy.
- To ensure a continuous focus on student progress using Trusts KPI's data and benchmarks for monitoring.
- To see students as individuals and apply all developments consistently ensuring equality of access for students in target groups.
- Ensure high standards of behaviour, attendance and safeguarding practices within the academy from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school.
- Embed the role of technology within the Academy enabling students to benefit from enhanced and extended learning opportunities.
- Ensure that challenging targets are set for student attainment, progress and attendance.
- Promote the involvement of families and other stakeholders in supporting the Academy wide focus on student progress, attainment and personal development.
- Develop a culture that promotes a love of learning with an ethos of challenge and support.
- Ensure the Academy has a robust system for the pastoral care of the students and behaviour management.

### Resource Management

- Be responsible for the internal organisation, management and control of the Academy in line with the Trust's scheme of delegation.
- Set a budget for the school in partnership with Weydon Multi Academy Trust, agreeing priorities for expenditure, allocating funds and ensuring effective administration and control.
- Work proactively with the Local Governing Board and Trust Board to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce the desired outcomes.
- Ensure that the procedures for recruitment and retention of staff are transparent and that they comply with best practice and all legal requirements, particularly in relation to non-traditional work patterns and responsibilities.
- Ensure the delivery of Trust appraisal processes to provide a positive framework for staff development and achievement.
- Promote a staff development programme that links to the outcomes of the appraisal process as well as the skills necessary to deliver the Academy Development Plan.
- Create an environment such that students can be actively involved in the Academy's decision-making process and that their views on the learning process are heard.
- Ensure that there is an effective and consistent monitoring and reporting system for student progress.
- Manage and organise the Academy infrastructure efficiently and effectively to ensure that it is able to deliver the curriculum and comply with all health and safety regulations.
- Evaluate the curriculum to ensure it delivers quality and value for money.



## Job Description continued

### Leading People

- Be an outstanding role model to staff at all levels in the Academy.
- Develop the leadership skills of staff at all levels.
- Build a culture of Trust, empowering and valuing staff, therefore creating highly effective working relationships with staff to include consultation with professional associations as appropriate
- Inspire staff to improve the quality of education provided and hence standards achieved to continue the trajectory of Academy improvement.
- Manage the effective deployment and performance of all staff by supporting their professional development.
- Identify and develop non-teaching skills demonstrated by staff in whatever area they are employed
- Work with the Local Governing Board and Trust to lead the selection, appointment, deployment and management of high-quality staff to ensure that FLOW learning takes place throughout the Academy.
- As necessary, consult with Rodborough, staff, parents and students.
- Regularly review your own practice and performance, set personal targets and take responsibility for your own development.
- Promote a positive Academy culture and its values and aims characterised by the Trust's core values.

### Accountability

- Work collaboratively with the Local Governing Board and Trust Board to enable them to fulfil their quality assurance monitoring, statutory and wider responsibilities.
- Produce regular reports and provide information, support and objective advice to the Local Governing Board and Trust Board on educational, financial and community aspects of the Academy.
- Develop a culture in which staff recognise they are responsible for the success of the Academy, where individual accountabilities are clearly defined, understood, agreed and acted upon.
- Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives when relevant.
- Ensure that effective communications are maintained within and beyond the Academy and with stakeholders.
- Ensure that parents/carers and students are well informed about all aspects of the Academy and in particular about attainment, progress and targets for further improvement.

### Community

- Ensure the Trust together with Rodborough reflects a culturally inclusive ethos which actively values and promotes diversity, unity and community cohesion and supports students to become successful, citizens.
- Ensure the Academy is seen as part of the community and promote use of the facilities by the community and student involvement in community activities.
- Collaborate with parents/carers and with external agencies to ensure that the Academy meets the wider needs of its students, staff and local community.
- Work with appropriate providers of further and higher education and local businesses to ensure students are prepared for post-school higher education, training and employment opportunities.
- Work with organisations in the business, public, private and voluntary sectors to meet the needs of all students.

# Person Specification – Principal



	Essential	Desirable	Assessment
<b>QUALIFICATIONS</b>			
• Qualified Teacher Status	✓		Application
• First degree or equivalent	✓		Application
• Higher degree or equivalent		✓	Application
• Evidence of recent professional development relevant to Leadership	✓		Application
<b>EXPERIENCE</b>			
• Recent experience of Headship or Senior Leadership in a secondary setting	✓		Application
• Evidence of impact on raising standards and improving student outcomes	✓		Application/Interview
• Ability to think clearly and to make quality decisions based on evidence	✓		Interview/Reference
• Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓		Interview/Reference
• Evidence of promoting social inclusion within a culture of high academic standards	✓		Interview/Reference
• A good grasp of financial management and evidence of tackling shrinking resources	✓		Interview/Reference
• Experience of working in a Trust or Collaborative partnership		✓	Application
• Experience of developing effective links between school and community		✓	Application/Interview
<b>KNOWLEDGE AND UNDERSTANDING</b>			
• Good knowledge of current educational landscape and ability to translate that into the Rodborough School context	✓		Interview
• Ability to lead and empower a team to plan, deliver and evaluate Academy change	✓		Interview/Reference
• Good understanding of personal strengths and weakness and being self-aware	✓		Interview/Reference
• Knowledge of all aspects of school leadership with the ability to turn policy into effective practice	✓		Interview/Reference
• Understanding of Safeguarding from keeping children safe to identifying student risks	✓		Interview/Reference
• Understanding of the requirements to work effectively in a team across the Trust	✓		Interview
<b>PERSONAL QUALITIES</b>			
• High levels of energy and enthusiasm	✓		Interview
• Excellent communication, interpersonal skills and an ability to communicate a vision and inspire others	✓		Interview/Reference
• A good problem solver	✓		Interview/Reference
• Ability to challenge and hold people to account	✓		Interview/Reference
• Enjoys innovation and change	✓		Interview
• Shows resilience and perseverance	✓		Interview/Reference
• Positive mindset with a restlessness to get better	✓		Interview
• High levels of integrity, compassion and trust Commitment to uphold the 7 principles of public life (the Nolan Principles) at all times	✓		Interview/Reference

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# ACADEMICIS

## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Charlotte Cuthbert at Academicis: [ccuthbert@academicis.co.uk](mailto:ccuthbert@academicis.co.uk) or 01223 907979 / 07799 763440. Please email your application to: [ccuthbert@academicis.co.uk](mailto:ccuthbert@academicis.co.uk)

Closing date: Monday, 19th September 2022

Shortlist date: Wednesday, 21st September 2022

Interviews: Monday, 26th September and Tuesday, 27th September 2022



STRONGER TOGETHER TRANSFORMING LIVES

INSPIRING A COMMUNITY OF LEARNERS