



WHITMORE
HIGH SCHOOL

Headteacher

Information for Candidates

June 2023

LEARNING WITHOUT LIMITS

A warm welcome from the Chair of Governors

Dear Candidate,

Thank you for your interest in becoming Whitmore High School's next Headteacher. I hope that this information pack will give you a flavour of our school, and I encourage you to visit to see how our values and culture permeate the school, and the pride that our staff and students have at being part of Whitmore.

Whitmore is an oversubscribed, inclusive, high achieving school for students aged 11 to 18. Our school reflects the diversity of our local Harrow community and we work hard to maintain a strong local reputation. We use the advantage of being a large school to offer a very broad curriculum in each key stage and develop expertise in all areas of school life. Our 270 students per year group include students in our two designated SEND provisions (autism and physical disability), and we have a vibrant Sixth Form of 375 students. Our expectations of staff and students are very high, and a combination of their dedication and our well-embedded culture are the basis of the success we achieve.

We are a school that believes strongly in collaboration, within and beyond the school. We work closely with other high schools, including as part of a Sixth Form Collegiate in Harrow, and with our local primary schools. We benefit from excellent facilities with our buildings being 13 years old. Our strong financial management has enabled us to continue to invest to ensure that our facilities enable outstanding learning while also maintaining healthy reserves.

We are looking for a Headteacher who can inspire and lead our staff and community. They will share our vision of excellence, our commitment to collaboration, and our focus on inclusion and meeting the needs of every student. They will have the highest standards and expectations of everyone within our school community, and will lead with integrity and empathy. They will be supported by a talented leadership team.

I am fortunate to chair an experienced and committed Governing Body. We will support your personal and professional development and work with you to lead Whitmore and contribute positively to education within Harrow and beyond.

We would be delighted to receive an application from you if, upon consideration, you feel that this role and Whitmore High School may be right for you. The appointment process is outlined towards the end of this pack.

Yours faithfully,

Emma Stabler
Chair of Governors

About Whitmore High School

Whitmore High School is a high achieving, oversubscribed and successful comprehensive school for students aged 11 to 18, based in the London Borough of Harrow.

Our website can be accessed via www.whitmore.harrow.sch.uk

Culture and Ethos

We value our rich, diverse community. We care for our students as individuals and support them to be happy, confident and successful young people. We stretch and challenge them to achieve their very best in all aspects of school life, and we provide a wide range of pastoral and extra-curricular opportunities to enrich their personal development and wellbeing. We are proud to be an inclusive school and welcome students with SEND.



Our Aims

At Whitmore High School we aim to provide the best possible education for all our students by:

- Promoting a broad and balanced curriculum in which students take an active part in their own learning.
- Recognising the needs of individuals, placing suitable high demands on them and stimulating them to achieve success.
- Encouraging students to aim for the highest standards of work and behaviour at all times.
- Creating an ordered and friendly community where relationships are positive and founded on courtesy, respect and shared values.
- Acknowledging the importance of links between home, school and the wider community.
- Maintaining a spirit of constructive self-criticism, regularly considering improvements to existing practice.

Student Performance

Student progress at Whitmore is strong and reflects our emphasis on valued qualifications for all groups of students. We focus on success for **all** students by delivering an engaging and well-sequenced curriculum, recruiting and retaining high quality staff, and using information effectively to target adaptations and support. OFSTED judged the school to be 'Outstanding' in all categories in May 2015 and we continue to be committed to improvement in all aspects of the school's work.

Our 2022 public examination data can be viewed on <https://www.find-school-performance-data.service.gov.uk/school/102239/whitmore-high-school>

Staffing

The school focuses upon appointing the best teaching and support staff, with outstanding subject knowledge, to ensure our students achieve their full potential.

	Number of Staff
Teachers	136
Teaching Assistants	27
Administrative & Pastoral staff	41
Site staff	3
Technical staff (ICT, technicians)	14

Senior Leadership Team

The senior leadership team consists of Headteacher, 2 x Deputy Headteachers, 8 x Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

Curriculum and Pastoral Support

Information about the academic curriculum at Whitmore is available on the school website at <https://whitmore.harrow.sch.uk/201/the-curriculum-1>

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, Form Tutors, our Counsellor, Learning Mentors and Teaching Assistants. We also work positively with a wide range of external agencies and voluntary groups.

The website and prospectus also contain information about extra-curricular activities as well as about pastoral support.



Job Description

Reports to: Governing Body
Start date: 1 January 2024
Salary: L32 – L38 (Outer London)

The Headteacher is expected to demonstrate consistently high standards of principled and professional conduct, and to meet the Headteacher standards <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. The Headteacher will, at all times, uphold and demonstrate the Seven Principles of Public Life (known as the Nolan Principles) of: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

The Headteacher is expected to lead and model the school's commitment to Equality, Diversity and Inclusion in all aspects of their work.

Core Purpose

The Headteacher will provide positive and proactive leadership and management of Whitmore High School, promoting and modelling its culture and ethos, to secure exceptional education for all students while maintaining the highest standards in all areas of the school's work.

Leading the Senior Leadership Team

The Headteacher will:

- Create a culture of high performance and continuous improvement that encourages ideas and contributions from staff and values the achievements of individuals and teams;
- Ensure the ethos and values of the school are clear and communicated effectively so that they are implemented through the work of the senior leadership team;
- Develop the aims and objectives of the school;
- Develop and establish the school's policies and systems, monitoring progress and ensuring consistency throughout the school;
- Research and anticipate future developments in education, ensuring the senior leadership team is informed and involved in discussions about national policies and proposals;
- Monitor, evaluate and continuously improve teaching and learning;
- Develop systems and structures to support the personal development and wellbeing of all students, ensuring equal opportunities are available to all;
- Develop and monitor the school's behaviour policy, promoting common high standards and managing processes for suspensions or permanent exclusions; and
- Ensure effective safeguarding systems, processes and behaviours are established and maintained.

Whole School Development Planning

The Headteacher will:

- Work with and be accountable to the Governing Body in the preparation of policy and planning and contributing to the strategic vision of the school;
- Be responsible for the production, monitoring, evaluation and review of the school self-evaluation and school improvement plan; and
- Ensure that the school meets all of its legal requirements, including any changes or additional requirements.

Leading and Managing staff

The Headteacher will:

- Develop strategies and systems to recruit and retain staff of the highest quality;
- Manage the deployment of staff to maximise educational impact;
- Ensure effective induction, continuing professional development and robust performance management processes are in place for all staff;
- Create and maintain good working relationships with staff;
- Lead succession planning for middle and senior leaders; and
- Regularly review own practice and take responsibility for their own personal development.

Curriculum and Timetable Planning

The Headteacher will:

- Maintain a comprehensive knowledge and understanding of trends and developments in curriculum and assessment, and brief the Governing Body appropriately;
- Take overall responsibility on behalf of the Governing Body for the school's curriculum policy and for the quality of teaching and learning;
- Be responsible for determining, implementing and reviewing the curriculum, ensuring breadth, balance and relevance to all students;
- Ensure a consistent and continuous focus on students' achievements using data and benchmarks to rigorously monitor progress of every student; and
- Ensure the planning of the school's timetable is effective and efficient.

Financial Planning and Resource Management

The Headteacher will:

- Take overall responsibility with the Governing Body for the school's delegated budget and resources and ensure that these are effectively administered and controlled;
- Ensure that effective teaching and learning is at the heart of all strategic planning and resource allocation;
- Lead prudent short, medium and long-term financial planning for the school;
- Ensure effective and efficient day-to-day management, organisation and administration of the school;
- Ensure compliance with the requirements of all relevant auditing, employment and health and safety legislation and guidance;

Providing Professional Advice to the Governing Body

The Headteacher will:

- Provide information and objective advice to the Governing Body and support them to meet their statutory, governance and leadership responsibilities, including regarding the implications and opportunities of national and local educational policy and context; and
- Provide the Governing Body with written reports about the performance of the school including analysis focused upon helping the Governing Body understand key issues and take decisions as required;

Whitmore High School in the Community

The Headteacher will:

- Act as the public face of the school;
- Promote good relations through effective communication with parents/carers and the local community;
- Establish and develop effective links, liaison and collaboration with other schools, the local authority and agencies; and

- Seek opportunities to involve parents/carers, community figures, businesses and other organisations in the life and work of the school and build opportunities for students to contribute to the community.

Notes

- The Headteacher will be required to safeguard and promote the welfare of all children and follow school policies and the staff code of conduct.
- The Headteacher may be asked by the Governing Body to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.
- All duties are subject to periodic review and job descriptions can change according to the needs of the school.

Additional information

Conditions of Service

The role is subject to and with the benefits of, the National Conditions of Service for Teachers as specified in the School Teachers' Pay and Conditions Document (STPCD) and Condition of Service for Teachers in England and Wales (The Burgundy Book), except where you are informed in writing that a local condition applies.

Asylum and Nationality Act 1996

Under the Asylum and Nationality Act 1996 you will be required to prove your eligibility to work within the UK.

Disclosure and Barring Service

An offer of employment for this post will be subject to a satisfactory enhanced disclosure clearance through the Disclosure and Barring Service in England and Wales.

Equalities

Whitmore High School is an equal opportunity employer. It is committed to make any necessary reasonable adjustments to the selection process, job role and working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed, the recruitment panel's decisions will be based upon an assessment of that person's expected capabilities once reasonable adjustments have been made.



Person Specification

The person appointed will:

- Be an outstanding, well qualified and appropriately experienced teacher;
- Have appropriate middle and senior leadership experience;
- Evidence outstanding leadership skills;
- Evidence their commitment to equality, diversity and inclusion (in their broadest senses);
- Believe in the vision, values and culture of the school;
- Be a strategic thinker who keeps up-to-date regarding national educational research and policy and can distil implications and opportunities from that context;
- Evidence where they have led significant changes to improve the opportunities for or outcomes of students, including intent, implementation and impact;
- Evidence where they have led a team where student progress and outcomes remained outstanding or improved under their leadership;
- Be a team player who is able to develop and sustain supportive working relationships with colleagues both within and outside the school;
- Have the ability to inspire and collaborate with the full range of stakeholders within the school and the wider community;
- Evidence commitment to reflective practice and how they have incorporated this into school improvement;
- Be confident in the interpretation, analysis, and presentation of data (educational, financial and operational);
- Evidence financial leadership and management experience;
- Be a flexible problem-solver with well-developed decision-making skills;
- Demonstrate commitment to their own professional development, including recognising any areas where they may need support within the first 12 – 18 months; and
- Have an excellent understanding of, and be wholly committed to, safeguarding.

How To Apply

We strongly encourage candidates to visit Whitmore High School before applying to get a better sense of the school and our culture and values. You are also welcome to have a discussion with either our current Headteacher, Susan Hammond, or a Governor if there are areas you would like to discuss further before applying. Please contact Janina Butler, by email to: zachopoulosbuj@whitmore.harrow.sch.uk to arrange a tour / discussion or for any further information.

The timetable for appointment is as follows:

Deadline for submitting application	By 9.00am, Monday 26 th June 2023
Notification to candidates invited for the first selection day	By Friday 30 th June 2023
Selection days	Tuesday 4 th July & Wednesday 5 th July 2023

To submit an application please submit:

- your completed application form
- a 2-page personal statement outlining your suitability for this role, what you would bring to Whitmore and how your skills and experience match the demands of the post (font size to be no smaller than Arial 11pt)

Please send both attachments to Janina Butler, by email to: applications@whitmore.harrow.sch.uk





WHITMORE HIGH SCHOOL



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