



# EDENHAM HIGH SCHOOL

'Aim, Aspire, Achieve'





## Contents

Introduction – from the Chair of Governing Body	2
About Us	
• Details about the Trust	3
• Details about the school	4
Key school data	5
Job description	6
Person specification	9
Application Process	11



## Introduction

Thank you for your interest in the exciting and challenging post of Headteacher of Edenham High School.

Edenham High School is a popular 11 – 18 academy with approximately 1200 students, located in Shirley, South London. The school was delighted to join the Greenshaw Learning Trust on 1st September 2015.

This is an exciting opportunity for an inspirational leader to motivate and influence the already committed and collegiate staff of Edenham High School and further contribute to the life chances of our young people. As well as the full and active support of the governing body the school benefits from the experience and support of the Greenshaw Learning Trust.

We are proud of our success, but we are not complacent. We are keen to continue to strive and improve further and our aim is to become an outstanding school in the very near future. In order to achieve this we require colleagues who have a passion for teaching and learning and who want to work in a vibrant, multicultural school that is innovative and forward thinking in its approach to education.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

I enclose a recruitment pack and I look forward to receiving your application.

We welcome visits to the school prior to application – please contact us if you would like to arrange a visit.

Yours sincerely

**Richard Fallon**  
**Chair of Governing Body**



## **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

The Trust provides all its schools with expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

The Trust supports and advises each school's local governing body to ensure they effectively monitor and challenge the leadership of their school, and provides tailored guidance to chairs and clerks and offers governor training.

The Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

## **The Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*



## Edenham High School – About us

Edenham High School is a happy and successful school with a strong community spirit. Edenham prides itself on its achievements, its academic standards and its high expectations. Edenham’s staff are strongly committed to supporting and nurturing students’ abilities and are driven by a passion for excellence in education. Staff want to ensure the best positive learning outcomes for students so that they grow into highly capable, well rounded individuals able to provide a positive contribution to today’s society.

Edenham High School is an 11-18 mixed school with approximately 1200 pupils. The school is situated in the leafy area of Shirley, on the edge of Croydon. The school is accessible by numerous bus routes. Edenham High School is the second largest high school in Croydon; it is a diverse school which we see as a key strength in preparing all our students for the transition into a rapidly changing world.

Croydon is ‘an up and coming’ borough in South London which is popular with families, with good access to excellent services. The imminent development of the Westfield Shopping Complex in Central Croydon over the next few years will bring a wealth of opportunities for students and families in our community.

We have excellent links with the business community and employers to ensure our students are well placed to meet the challenges and opportunities facing them.

The number of local families sending their children to Edenham High School is increasing year on year.

At its last OFSTED inspection the school was judged ‘Good with Outstanding features’.

### **Our school motto is:**

*Aiming for our future*

*Aspiring for our success*

*Achieving our full potential*

### **Trust Employee Benefits**

- Excellent CPD opportunities and career progression
- Employer Contributions to Teachers Pension Scheme
- Childcare voucher scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme



## Key School Data

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Total
NOR	187	192	223	212	210	62	21	1107
% PP	47.6	51.6	48.0	42.4	42.4	N/A	N/A	43.7
% LAC	1.1	0.5	0.9	1.9	2.3	0.0	0.0	1.7
% SEND	25.7	16.7	17.4	15.6	17.6	4.8	9.5	17.5
% Girls	43	39	42	42	36	49	32	40
% EAL	25	20	33	38	28	20	36	28
KS2/GCSE APS	26.9	27.2	27.6	27.5	25.8	40.1	40.7	

KPI	2013	2014	2015
5A*-Cem	57	45	54
English ELP	68/17	81/42	74/34
Maths ELP	67/21	50/21	66/27
A/A*	8	10	13
English ELP PP	56	71	70
Math's ELP PP	57	29	50
Value Added	980	1004	1010
Post 16 APS	N/A	180	184
L3VA	N/A	-0.12	Data not available prior to academy conversion
Attendance	94.8	94.7	94.5
Exclusions	19	8.4	13.0
P8	-1	-0.16	-0.15
A8	D-	D+	C-
En & Ma	57	50	58
EBacc	22	24	19



## Job Description - Headteacher

### Main purpose of the role:

The local governing body and Greenshaw Learning Trust seek to appoint an inspirational leader for our highly successful school. The successful candidate will be responsible to the school's governors and Trust in taking the school forward in the next stage of its development, building on the strong foundation and values already in place.

The successful candidate will:

- demonstrate a passion for education and a desire to improve the life chances of all students;
- have the ability to build a culture of continuous learning and development throughout the school community;
- adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning;
- assess their approach and style and challenge themselves to think differently about how to best align their leadership to the needs of the school;
- have the ability to empower their staff to trust in their vision;
- maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity;
- have at least three years' successful experience in senior leadership as a Deputy Headteacher or Headteacher in a secondary school.

**Reporting to:** Chair of Governing Body and Director of Secondary Education (GLT)

**Salary:** Headteachers' Group 7 (Outer London)  
Leadership scale L31 – L39 (£83, 738 - £101,161)  
(Salary range determined on appointment, subject to experience)

1. **Leading strategically** - the Headteacher, in partnership with the local governing body and the Greenshaw Learning Trust (GLT), will:
  - i. work to develop the strategic vision for our successful school, ensuring that it is clearly articulated, shared, understood and acted on effectively by all;
  - ii. provide advice and support to the local governing body in developing their policies and formulating the budget, ensuring that all statutory requirements are met, and lead the implementation of those policies;
  - iii. build on the current positive ethos of challenge and support to maximise the life chances of all students and promote the development of staff;
  - iv. ensure that strategic planning takes account of the vision and policies of the GLT, the diversity of the school and wider communities and the school's values of openness, inclusivity and equality of opportunity;
  - v. continue to develop the schools role within the PiXL network and within the School of Communication;
  - vi. strategically develop and promote the schools key stage 5 provision;
  - vii. work collaboratively with the Edenham High School staff, Senior Leadership Team, the local Governing Body, the Executive Officers and Trustees of the GLT;
  - viii. maintain effective relationships with the Local Authority, local schools and all other Trust schools.



2. **Leading the school** - the Headteacher in partnership with the local governing body and GLT, will:
  - i. ensure that quality of learning is at the centre of the organisation and management of the school;
  - ii. seek to ensure that the school's systems, organisation and processes are well considered, efficient, fit for purpose and uphold the GLT principles of transparency, integrity and probity;
  - iii. develop and propose the annual budget consistent with the school's priorities and in line with the policies and decisions of the GLT;
  - iv. monitor and review the use of premises and resources to ensure they contribute effectively to providing an efficient and safe learning environment consistent with the values of the school and the GLT and propose priorities for expenditure;
  - v. produce, propose and implement agreed, evidence-based plans for the development of the school and its facilities in the light of changing requirements and priorities;
  - vi. ensure that systems and styles of communication within the school are effective and appropriate;
  - vii. use a process of self-review to set targets for personal development and to manage own work-life balance.
3. **Leading teaching and learning** - the Headteacher will work collaboratively with the GLT's director of secondary education to:
  - i. ensure that the curriculum is broad, balanced, diverse, flexible and offers opportunities for all students to be successful and engaged;
  - ii. set appropriate and challenging curriculum targets for all students;
  - iii. maintain and develop an effective system for monitoring and evaluating teaching and learning and for improving practice drawing on relevant research evidence and robust data analysis;
  - iv. contribute to the wider teaching and learning developments across the GLT;
  - v. create the conditions for creative, responsive and effective approaches to teaching and learning which enable students to become effective, enthusiastic and independent learners;
  - vi. maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of student achievement;
  - vii. promote a culture that encourages every student to become self-confident and to show respect for others;
  - viii. maintain and develop strategies to secure high standards of behaviour and attendance;
  - ix. provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.



4. **Leading staff** - the Headteacher will work in partnership with the school's leadership team and the GLT's director of secondary education to:
  - i. proactively develop among all staff the effective professional relationships, the good order and high morale and the understanding of accountability that lead to the best possible student outcomes;
  - ii. create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams;
  - iii. ensure that the systems for induction, performance management and professional development lead to the maintenance of high standards, to a professional learning culture for all staff and to the identification of the potential for leadership;
  - iv. lead in the recruitment and selection of teaching and support staff ;
  - v. manage the effective deployment of staff within the school, recognising issues related to work-life balance ;
  - vi. manage the work of the leadership team, promoting autonomy and delegating appropriate tasks and ensuring the support needed for each member's development is in place;
  - vii. identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
  - viii. support the work of the GLT through the strategic deployment of staff where appropriate.
5. **Leading in the community** - the Headteacher will:
  - i. represent and promote the school and GLT to its stakeholders and partners;
  - ii. maintain and develop an effective partnership with parents and carers to support students' achievements and personal development;
  - iii. collaborate with other agencies to tackle the barriers to learning, to safeguard the health and happiness of every student and to promote positive strategies for challenging prejudice.
6. The Headteacher will carry out any reasonable task as directed by the local governing body or the director of secondary education (GLT).

## Headteacher - Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable	Evidence
<b>Training, qualifications and school experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:			
	<ul style="list-style-type: none"> <li>• degree</li> <li>• teaching qualification</li> <li>• experience in at least two secondary schools</li> <li>• at least 3 years' experience in senior leadership as a deputy Headteacher or Headteacher</li> <li>• commitment to own self development</li> </ul>	<ul style="list-style-type: none"> <li>• higher qualification in education and/or management</li> <li>• achieved NPQH</li> <li>• curriculum and pastoral experience at senior management level</li> <li>• experience in a Key stage 5 provision</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> <li>• qualification certificates</li> </ul>
<b>Experience of educational leadership and management:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:			
	<ul style="list-style-type: none"> <li>• successful leadership</li> <li>• developing and implementing strategies for raising achievement and achieving excellence for students, staff and self</li> <li>• school development planning and evaluation</li> <li>• data analysis and target setting;</li> <li>• using evidence-based information about effective learning and assessment for learning</li> <li>• resource and financial management, monitoring and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• experience in change management</li> <li>• leading a school from one OfSTED category to another (e.g. Good to Outstanding)</li> </ul>	
<b>Personal and professional qualities and attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to :			
	<ul style="list-style-type: none"> <li>• provide strategic and creative leadership to maintain and develop a school vision with quality learning for all at its centre</li> <li>• work in partnership with the Governing Body and GLT in taking the school forward;</li> <li>• lead by example and aim to inspire, motivate, influence and empower staff and students</li> <li>• through personal commitment, maintain and develop our ethos of diversity, inclusivity and equality of opportunity</li> <li>• set priorities and agree and achieve ambitious goals and targets</li> <li>• work collaboratively with others, delegating appropriately</li> <li>• create an environment in which staff accept their responsibility for students' learning outcomes</li> <li>• seek and act on, feedback from others, including colleagues and governors</li> <li>• build and maintain effective relationships and communicate appropriately with governors, staff, students and parents</li> <li>• develop, maintain and extend appropriate partnerships with local council, schools, children's services, parents and the local community</li> <li>• demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenge</li> </ul>	<ul style="list-style-type: none"> <li>• work in partnership with an academy trust or other outside providers of support and advice</li> </ul>	<ul style="list-style-type: none"> <li>• statement of suitability</li> <li>• selection process</li> <li>• references</li> </ul>

Continued on next page...

## Headteacher - Person Specification continued

Criteria	Essential	Desirable	Evidence
<p><b>Professional Knowledge and understanding:</b> In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:</p>			
	<ul style="list-style-type: none"> <li>• current educational issues, including national policies, priorities and legislation</li> <li>• effective strategies for maintaining and developing high standards of attainment, behaviour and attendance</li> <li>• principles and practice of educational inclusion, diversity and access</li> <li>• developing choice and flexibility to meet the learning needs of every student</li> <li>• managing staff, including recruitment and selection and professional development</li> <li>• quality assurance systems, including school review, self-evaluation and performance management</li> <li>• legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>• the legal implications and differences of being a school within an academy trust and how this differs from being a stand-alone academy</li> </ul>	<ul style="list-style-type: none"> <li>• statement of suitability</li> <li>• selection process</li> <li>• references</li> </ul>



## 1. Application Process

Please visit our website [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk) - staff vacancies and download the recruitment pack and application form.

The completed application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

The completed application form and your personal statement should be returned to Jenny Cain, Head of HR, via email [jcain@greenshaw.co.uk](mailto:jcain@greenshaw.co.uk). Alternatively, hard copies can be submitted by post to Greenshaw Learning Trust, FAO Mrs Cain, Grennell Road, Sutton, SM1 3DY

Applications must be received no later than midday on Friday 1st July. Applications received after this date and time will not be included.

## 2. Shortlisting

Shortlisting will be finalised on Monday, 4th July. Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

## 3. Interviews

1st Stage interviews will be held on *Monday 11th July*. This interview will consist of a series of interviews and discussions with governors, staff and students and candidates will be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

At the end of the process a further shortlisting will take place and selected candidates will be invited to a final formal interview to take place on **Wednesday 13th July**.

Candidates are advised to make a note of these dates.

## 4. Notification

Candidates who have taken part on 13th July will be notified of the outcome on 14th July. Please ensure you have given day and evening telephone numbers on which you can be reached.

## 5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

## 6. Taking up post

The successful candidate will take up post on 1st January 2017 or earlier if possible.

## 7. Additional information

For a confidential conversation with the Chief Executive Officer of our Trust or to arrange a visit to see the school in action, please contact Jenny Cain, Head of HR, at [jcain@greenshaw.co.uk](mailto:jcain@greenshaw.co.uk) or by phone on **07557 303896**.