

Head Teacher

Job Specification

Contents

Governors Intro letter	02
Introduction to role	03
Job Description	04
The Person Spec.	06
Additional Information	07
About Us	08
Contact Details	09

“
A school where
students enjoy learning,
staff enjoy teaching &
people enjoy being.
”



Dear Candidate, I am delighted you are considering applying for the post of Head teacher at The Norwood School.

As a governing body we are incredibly proud of The Norwood School. It is a diverse, dynamic and successful school offering inspiring opportunities for our students. We pride ourselves on being a school where every child is known, supported and celebrated. We boast specialist status in Performing and Visual Arts and through this we identify and nurture the creative and talented skills of every young person, delivering a personalised and bespoke student experience.

The Norwood School is a vibrant and ambitious 11-18 mixed secondary school in the borough of Lambeth with an innovative and engaging curriculum where students make exceptional progress. The Norwood School is an exciting place to learn, with excellent facilities, an active and flourishing Sixth Form and excellent GCSE and A Level results. The school's vision is clear: to be a beacon of success and a centre of excellence, benefiting students, their families and the wider community. In doing so we constantly seek to live up to our motto: Creating Success Together.

Our previous Head teacher, Denise Webster, spent 16 years leading The Norwood School with great energy, vision and ambition for students and staff, and oversaw a dramatic transformation in ethos, expectations and outcomes. The school's performance testifies to this, while remaining focussed on the individual student, supporting them to achieve their potential.

The governors are looking for a Head teacher who can build on this legacy and continue to develop The Norwood School. We are seeking a leader with passion, creativity and vision who is determined to ensure successful outcomes for our students and can challenge and support our staff to achieve their very best. You will lead a team who are student focused, where every child is seen as an individual, and who are supported to work together to anticipate everyone's

needs and offer high-quality pastoral care. You will have a deep understanding and extensive experience of meeting the needs of a diverse student community. Many of our students and families have experienced great disadvantage. You will be able to demonstrate an understanding of barriers faced by students at our school and knowledge of strategies needed to support them towards future success.

We want to hear from candidates who can offer inspirational leadership for The Norwood School, building on our strong foundations to ensure the high-quality teaching and learning outcomes that our students and their families deserve while supporting all our staff to deliver first rate teaching and pastoral care. You will benefit from a supportive and engaged Governing Body, which has broad experience and expertise, and which is motivated to helping the school succeed and see students and staff thrive.

Our website (www.thenorwoodschool.org) offers an excellent introduction to our school but I strongly encourage you to visit and experience first-hand what makes The Norwood School a special and unique place. Visits are scheduled for Thursday 21st and Friday 22nd April. You can arrange a visit by email to Sally Parsons (parsons.s@thenorwoodschool.org). This Candidate Pack also contains further information about our school and sets out the key dates in our recruitment process.

We look forward to meeting you and receiving your application. I thank you once again for your interest in The Norwood School and becoming a part of our future.

Best wishes
Russell Hunter
Chair of Governors.



“ We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and external agencies to share this commitment ”



Introduction

“ This is an excellent opportunity for an inspirational and enthusiastic leader to take on the role of Headteacher and continue our school’s successful journey. ”

Start date: January 2023

Contract type: Full Time

Salary: Head Teacher Group 7,
L33 = £100,604 – L39 = £114,074

Contract term: Permanent

School motto: Creating Success Together

The Norwood School promises to:

- encourage creativity
- celebrate diversity
- open minds
- achieve success together in a harmonious and inclusive environment

We offer:

- a vibrant, exciting and inspiring atmosphere
- a dynamic and innovative curriculum
- each young person’s talents and abilities are nurtured and celebrated
- excellent GCSE results
- a successful and thriving Sixth Form
- an exciting vision for the future

Norwood’s successes are demonstrated in our students outstanding achievements. We are a child centred community and place at its heart positive relationships, exciting opportunities and an engaging curriculum.

We are extremely ambitious for our students. Norwood consistently achieves excellent academic outcomes regardless of student starting points. Our thoughtful, well planned and personalised approach to learning and its focus on the individual, enables our school to be a happy, vibrant and stimulating environment for students and staff. We are relentlessly optimistic and positive and never has that been more important than in current times.

We dedicate ourselves to making learning exciting, inspiring and engaging. Our curriculum is broad and bespoke with a commitment to diversity and personalisation. We have high academic expectations and ambitions for our young people and also recognise the importance of an extracurricular offer that gives opportunities to experiment, try new things and develop themselves beyond the classroom.

Our specialism in performing and visual arts enhances our teaching and curriculum. It enables students to develop their unique talents and harness their creativity in whatever field this may be. We develop the whole child, ensuring that when they move on to the next stage of their education they will do so as inquisitive, thoughtful, well-rounded individuals ready for all the world has to offer.

Visitors to our school frequently comment on its warmth, vibrancy and sense of community. We are proud to be a school

of choice in our local community and value the diverse experiences of those within it.

We welcome you to our school and hope that you get to experience in person what a great place it is to be part of.

Due to the retirement of Mrs Denise Webster, we are looking to appoint a new head teacher for January 2023. This is an oversubscribed 11 – 18 school of choice, where students make good progress. We are well established as a centre of artistic excellence and are highly regarded in the local community. The Norwood School is an inclusive and aspirational community where students are encouraged to participate and excel in all aspects of school life. It has a growing and highly successful sixth form of almost 200 students.

The school is proud to serve a diverse local community in South Lambeth and has a Specialism in Visual and Performing Arts. Our staff work with families to support children from a wide range of ethnic backgrounds and abilities in order that they flourish. Our students make strong academic progress and benefit from a broad and balanced curriculum both inside and outside of the classroom.

Norwood School is committed to working towards achieving the Anti-Racist School Award. We want to continue to improve race equality within our school, while promoting safety and wellbeing for Black, Asian and Ethnic Minority staff, students, parents, carers, and those in our community. We are committed to the long term work that is required for institutional change.

The role would ideally suit someone who is a forward-thinking, enthusiastic and collaborative: an ambitious leader, someone who can build on our many strengths and take us forward on our journey to excellence.

If you are motivated by working in a challenging and supportive environment where the key outcome is our desire to achieve the very best for our children and young people, we hope you will consider applying.

As head teacher you will be supported by our dedicated, talented staff and governors. You should inspire the highest standards and expectations in teaching, learning, behaviour and management, community engagement and resource management.

We are looking for someone who is committed to promoting high academic achievement. You will maintain a focused learning environment and balance this with strong pastoral care, an enriched curriculum and an outward-reaching approach within a vibrant and ambitious community. The candidate will be responsible for and committed to safeguarding and promoting the welfare of children, all staff and volunteers.

Development, training and support for all staff, including development of leadership potential, is also at the heart of our vision for school improvement.

Job Description

Scope of Role

The Governors are seeking a strategic thinking, courageous and inspirational individual to:

- Provide strategic leadership and management for the school's continuing journey of outstanding outcomes in all areas aligned to Norwood's values.
- Improve the attainment of all students through the continued development of outstanding Learning and Teaching.
- Monitor and evaluate anti-racist strategies to reflect the vision, ethos and values to embed a community of inclusion for all students and staff.
- To maintain Norwood School as a first choice for families by managing and sustaining its high reputation within the local community.

Areas Of Responsibilities

Strategic Direction

A. Own and drive forward the vision for the School

- Review and reinvigorate the strategic plan which identifies key elements of learning, development, achievements and its students.
- Ensure that The Norwood School is a first-choice school for ambitious students and families in Lambeth.
- In consultation with the Governing Body, review the schools core metrics and set targets to demonstrate tangible progress.
- Ensure a supportive environment where hard work is rewarded and difference and inclusion are embraced.
- Identify and pursue opportunities for school development into the future with possible partnership schools.
- Continue to grow the Norwood School Sixth Form.

B. Provide visible, inspiring and purposeful leadership

- Promote the distinctive Norwood School character.
- Act as a role model for all, promoting and celebrating success.
- Systematically address the school's areas for development and build on its existing strengths.
- Maintain the culture of self-evaluation and commitment to continuous improvement.

C. Establish the role of the school in the community

- Visibly embrace, actively promote and celebrate the benefits of living in a culturally and ethnically diverse community.
- Nurture effective relationships and work in partnership with the Governing Body, staff, parents, the local community including schools and the local authority.
- Cultivate and strengthen partnerships with schools in Lambeth.

Educational Focus

D. Drive Educational Focus

- Improve on the high educational standards the school sets itself, challenging staff and simultaneously stretching all students and providing support to those that need it.
- Ensure the development of the staff team to deliver continuously high standards efficiently.
- Sustain the effective organisational structure appropriate to the school's present and future needs.

E. Create a mature and well- rounded environment

- Maintain and develop a broad and balanced curriculum, supplemented by a wide range of extra-curricular activities.
- Foster a school environment that develops well-rounded individuals who possess resilience and a strong desire to learn and develop.
- Actively promote mental health and well-being through strong pastoral care.
- Consolidate and enhance a supportive and challenging environment in order to maximise outcomes for students.

F. Place Learning and Teaching at the heart of the school

- Ensure teaching is consistently good or outstanding.
- Develop self-reliant independent learning.

Operational Management

G. Manage the day-to day running of the school

- Oversee the safe, effective and efficient operation of the school, ensuring appropriate policies are implemented and maintained.
- Ensure effective supervision and security of the school environment.
- Ensure appropriate levels of resilience and business and education continuity.

H. Financial Stewardship

- Prioritise and allocate financial resources appropriately ensuring efficiency, effectiveness and probity in the use of public funds.
- Maintain links for external parties to continue to add financial and pro-bono value to the benefit of students.
- Create space to invest in educational resources, new activities, and the capital development of the school.

I. Build a high performing team

- Recruit, manage and motivate teaching and support staff to ensure they fulfil their duties to the highest professional standards with dedication and enthusiasm.
- Ensure a high level of pastoral care for staff and students.
- Ensure staff have access to high quality sustained professional development opportunities tailored for individuals and their needs.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Promote equality of opportunity in the appointment and promotion of all staff, mindful of the desire to reflect the ethnic and cultural mix of the student body and local community.



Job Description

Continued

The Governing Body of The Norwood School is seeking to appoint a Headteacher who:

- Is profoundly ambitious for our school and able to develop and deliver our clear vision on how to continue to make excellent progress both academically and within the wider curriculum
- Will ensure that an inclusive learning environment with high standards is delivered for all
- Is an accomplished people leader and can coach, motivate, develop and recruit excellent staff and leaders at all levels.
- Communicates effectively and is able to build excellent working relationships both within school and the wider local community so we remain the first-choice school for local parents.
- Has strong experience as a Headteacher, Head of School or Deputy Head and is passionate about transforming the aspirations and lives of all students.

Do you have a deep commitment to the education of young people, and want to make a difference in your next role?

We can offer:

- The opportunity to lead a thriving and purposeful school, (judged Good by Ofsted in 2017).
- Dedicated, focused and talented staff who are committed to The Norwood School and the students' progress and development.
- Supportive and engaged Governors who are motivated to help the school succeed and see students and staff thrive
- A modern and well-maintained school building in West Norwood.
- The chance to make a huge difference to our students and the local community.

School Visits

We strongly encourage candidates to visit the school on 21st or 22nd April 2022. Visits would include the opportunity to speak with students and staff. This can be arranged by contacting Sally Parsons via email at parsons.s@thenorwoodschoo.org

We would also like to offer the opportunity to speak with a member of the governing body before applications are submitted. Again, if you wish to take up this option please contact the Chair of the Governing Body via Sally Parsons parsons.s@thenorwoodschoo.org

Special Requirements

If you require reasonable adjustments prior to your interview or visit, these can be arranged by emailing parsons.s@thenorwoodsschool.org

Closing Date for Applications: Friday 29th April 2022 at 12 noon. Completed applications should be returned to schoolshr@lambeth.gov.uk

Shortlisting: Tuesday 10th and Wednesday 11th May 2022

Interviews: Monday 16th May 2022 and Tuesday 17th May 2022

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview. The Norwood School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full. The successful candidate will require an enhanced DBS clearance.

Bringing down barriers to success

We are dedicated to equality and valuing diversity. We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference. We are proud of our drive to become an anti-racist school and recognise the importance of having a staff body and Leadership Team that reflect Lambeth's rich and diverse community. We particularly welcome applications from people from groups who are under-represented amongst teaching staff. We want the best staff, and we know that means a diverse staff.

“

Do you have a deep commitment to the education of young people, and want to make a difference in your next role?

”

The Person

The following criteria will be used for selection process - All points are essential.

A: Evidence gathered from application form

I: Information that will be gathered or further explored during the interview process

Qualified Teacher Status

1. NPQH/ NQSL (desirable)	A	
2. A demonstrable record of continuing professional development	A	

Experience

1. Proven experience of successful school leadership either at Head or Deputy level in a secondary school	A	I
2. Evidence of successful teaching practice across secondary age range.	A	
3. An understanding of educational issues including statutory and legal framework.	A	I
4. A clear understanding of the wider education agenda including national policies.	A	I
5. Experience of implementing and successfully leading on anti-racism strategies to ensure an inclusive school environment.	A	I

Teaching and Learning

1. A secure understanding of the statutory requirements for the curriculum and assessment	A	I
2. Knowledge and experience of a range of successful teaching and learning strategies to meet pupils' needs.	A	I
3. A secure understanding of assessment procedures and practices which enhance pupils' learning	A	I
4. Experience of effective monitoring and evaluation of teaching and learning	A	I
5. Experience of individual pupil tracking and monitoring to improve achievement including the use of new technology	A	I
6. Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour	A	I
7. An understanding of what constitutes outstanding teaching based on practical experience	A	I
8. A comprehensive knowledge of inclusion and its role in school	A	I

Personal Qualities

1. Have a strong and visible presence to earn confidence and respect of the school and wider community	A	I
2. Willingness and enthusiasm to maintain and enhance the ethos of the school	A	I

3. Have a clear educational vision and be able to think strategically	A	I
4. Show cultural sensitivity and celebrate diversity	A	I
5. Be able to instigate and manage change	A	I
6. Consult and listen to the views of all stakeholders to tackle difficult issues but ultimately take decisions and convey the outcomes clearly and sensitively to all concerned		I
7. To delegate effectively and hold others accountable for delivering results	A	I
8. Be proactive, responsive and enthusiastic with a sense of humour	A	I
9. Show resilience under pressure	A	I

Strategic Leadership

1. Plan strategically in order to deliver the school's vision, ethos, priorities and targets	A	I
2. Establish effective links with the wider community, celebrating the diversity of our student body, the role of parents, carers and families		I
3. Understanding and commitment to promoting safeguarding and welfare of pupils	A	I
4. Challenge and bring out the best in staff and students to attain the highest achievement for all	A	I
5. Show by example that Teaching and Learning are at the heart of the school	A	I

Operational Focus

1. Be able to establish clear processes to ensure the effective day-to-day running of the school		I
2. Be able to evaluate staff performance and progress, celebrating excellence and holding individuals to account, including managing the capability process where appropriate		I
3. Be equipped to form an imaginative, dynamic and accountable partnership with the Governing Body	A	I
4. Have the ability to prioritise, evaluate and manage financial and human resources to educational goals	A	I
5. Be committed to developing and building a high performing team ensuring high levels of pastoral care for staff and students	A	I
6. Be able to recruit, manage and motivate staff to ensure they fulfil their duties with dedication and enthusiasm	A	

“
Celebrating Diversity
Achieving Success Together
”

Additional Information

General

- To undertake such duties as are required by the Chair of Governors that are consistent with the role of a Head teacher.

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To understand and comply with the statutory guidance regarding safeguarding of children ensuring the safeguarding and promotion of children's welfare at all times.
- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Head teacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment.
- It is expected that whilst maintaining an effective and efficient working environment, you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- Protecting your personal data is of the utmost importance to us. Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data. Any information obtained in this process will be held and processed in accordance with the relevant data protection legislation..

Right to work in the UK

- Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Criminal Convictions

- All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form.
- Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

“
Pupils make a positive contribution to the calm and purposeful environment around the school.
”

Ofsted Quotes: Short Inspection 12/2017

- building a strong learning community that works effectively with staff, parents, pupils and a wide network of stakeholders, you and your leadership team, including those responsible for governance, use your detailed knowledge of the school to make a positive impact on the life chances of pupils.
- Central to your school's work is the determination to ensure that all pupils, including those from disadvantaged backgrounds, succeed academically.
- Pupils, governors, leaders and staff share your high expectations of learning and the personal development of all pupils. This is also reflected within the range of extra-curricular and enrichment opportunities about which pupils speak enthusiastically and from which they benefit.
- Throughout the school, it was evident that pupils behave respectfully and conduct themselves well. Pupils like the emphasis you have placed on rewards and the focus that is placed on pupils 'doing the right thing'. As a result, pupils work in a calm and purposeful learning environment.
- Pupils make a positive contribution to the calm and purposeful environment around the school.
- Pupils who have SEN and/or disabilities achieve well.
- Pupils speak confidently about their school and talk with a sense of pride. Others agreed when one pupil said: 'I just wish others knew how good this school is.'

About Us

School Data

The Norwood School

Local Authority	Lambeth
Type of School	Community
Age range	11-18
Gender of entry	Mixed
Admissions policy	Non-selective
Number of students	1089
Number of teaching staff	83
Number of support staff	34
Students with SEN	27%
Students with EAL	35%
Pupil Premium	30%
Children eligible for Free school meals	23%

GCSE results 2021 KS4

A level results Summer 2021 - KS5

Attainment 8 - 54.74	A*-B - 65%
Basics English & Maths % 9-5 58%	A*-C -86%
Basics English & Maths % 9-4 75%	Vocational D*-M - 89%
2019 progress 8 data + 0.33	

Thank You



The Norwood School

Crown Dale, London. SE19 3NY.

T 0208 670 9382 E post@thenorwoodschool.org

www.thenorwoodschool.org

Head Teachers PA - Mrs Parsons E parsons.s@thenorwoodschool.org