

# INVICTUS

Education Trust



## Headteacher of Pedmore High School



## Candidate Pack

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Edward Vitalis,  
Chief Executive Officer

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**'EVERY DAY,  
IN EVERY  
WAY, OUR  
STUDENTS  
COME FIRST'**

# WELCOME



Thank you for your interest in working at the Invictus Education Trust.

I am very conscious that many MATs use welcomes like this to make claims that their offer is unique or that they have an ethos that is different from all other educational organisations.

The reality is that Invictus wants the same as anyone who works in education and that is the very best for our young people and to support colleagues to thrive in their roles. We are relentless in our ambition to transform the lives of all our children and young people, so they become responsible, global citizens, who will have a positive impact on our communities now and in future years.

That is why, if you make the decision to proceed with an application, what I hope really stands out for you about this post is the potential to make a very real and tangible difference. In fact, as someone who only joined the Trust at the start of the year, I can honestly say that was the defining factor that stood out for me.

Our Trust is proud to serve strong communities, although some are currently facing challenges linked to low aspirations and poor social mobility. Despite this, we are determined to achieve the best for all children and young people we serve. All our schools are places where staff show real drive and determination, but with greater direction and fresh thinking we know we can achieve even more. Our Trust was developed around the principle of collaboration, but the question remains if we have truly unlocked our collective potential.

If you read that and see opportunities rather than barriers, then we would welcome a conversation or application from you. The chance to make an impact in an organisation where your expertise and efforts will be valuable and valued is an exciting one - and one that I genuinely hope you consider.

In return, we have a strong commitment to ensuring colleagues feel supported and that their own progression and wellbeing is carefully considered. We recognise that our aspirations for our young people can only be reached if we treat colleagues' careers and health with the upmost respect and care.

If, after reading this pack, you have any questions, thoughts or concerns, then please do contact us. This is a crucial appointment for our Trust, and one that we want to get right for all those involved.

We look forward to hearing from you.

## *E Vitalis*

**Mr Edward Vitalis**  
Chief Executive Officer

**INVICTUS**  
Education Trust

**VALUE  
ONE**



**Every day, in every way,  
our students come first**

*Our first and most important value.*



# ABOUT US

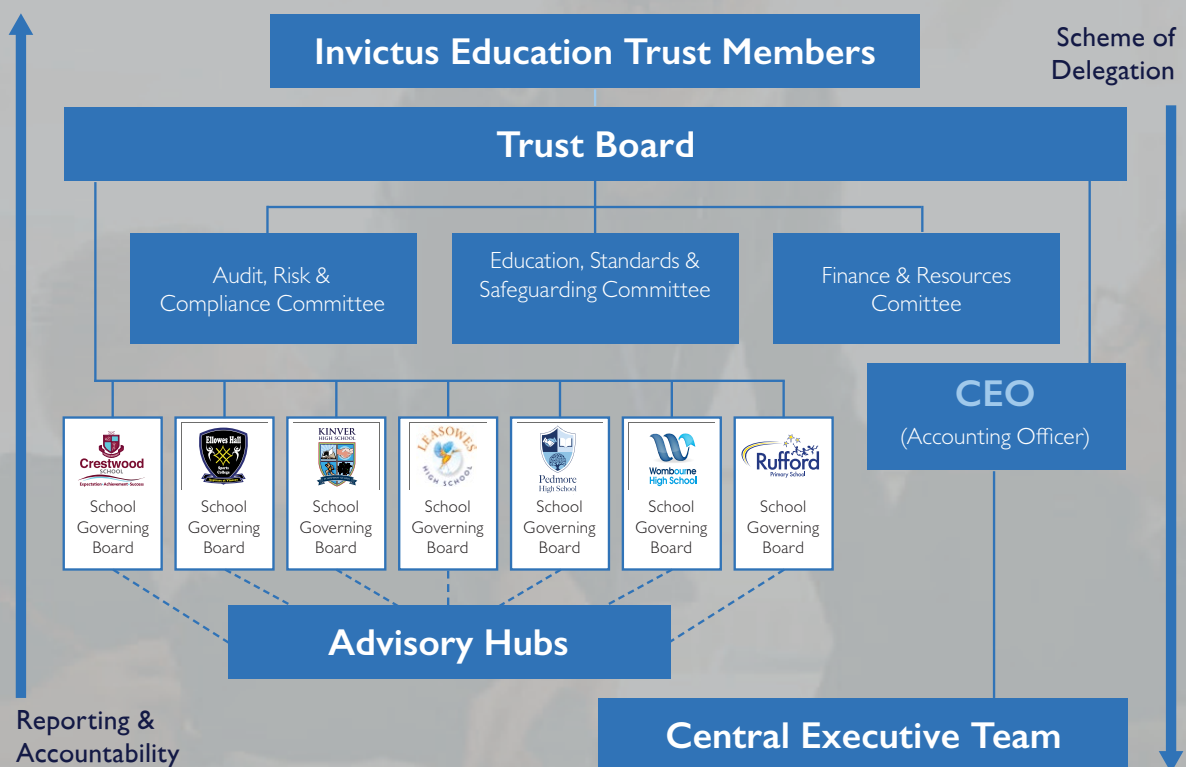
Invictus Education Trust was created in March 2015 by a group of like minded schools: Crestwood School, Ellowes Hall Sports College, Kinver High School and Sixth Form and Wombourne High School and Sixth Form. Leasowes High School joined us in Autumn 2016 and Pedmore High School in September 2018. In September 2021 Rufford Primary School became the first primary school to join us.

Due to our close geographical proximity, we are able to work collaboratively, with staff supporting each other at all levels and in all roles. At Invictus Education Trust collaboration is more than just a word on paper, it's a reality. Each day our schools work together in many different ways. Our Central Team services are in place to support schools, and our staff, with School Improvement, Finance, HR, IT Services, Building and Estates, Governance and Compliance and Marketing. The list is endless.

## OUR GOVERNANCE

The Trust has a clear organisational structure, with identified lines of accountability and reporting for all of its operations. This includes defining the responsibilities of our Trust Board and those with responsibilities delegated to its committees and officers within the Trust, as defined in our Scheme of Delegation and its subsection, Financial Scheme of Delegation. Through these schemes the Trust Board have

clearly defined where all key governance functions are exercised in respect of the Trust and each of its schools, along with the reporting arrangements between Schools, Committees and Trust Board.



# OUR HISTORY

## 2015

Crestwood School, Ellowes Hall Sports College, Edgecliff High School, Ounsdale High School come together to form Invictus Education Trust.  
Edgecliff High School becomes Kinver High School to strengthen identity within the community.

## 2016

Leasowes High School joins.

## 2018

Pedmore High School joins.  
Ounsdale High School becomes Wombourne High School to strengthen its identity within the community.  
New build opens at Kinver High School.

## 2020

New build opens at Wombourne High School.

## 2021

Rufford Primary School become our first primary school.  
Partial new build announced for Wombourne High School.  
Kinver High School Ofsted inspection moves school from Requires Improvement to Good.

## 2022

Partial new build announced for Pedmore High School funded through the DfE School rebuilding programme.  
Wombourne High School Ofsted inspection moves school from Requires Improvement to Good.

## 2023

Partial rebuild commenced at Wombourne High School, on target for September 2025.  
Pedmore High School retains Good judgement following Ofsted inspection.  
Crestwood High School retains Good judgement following Ofsted inspection.  
Ellowes Hall Sports College Ofsted inspection moves school from Requires Improvement to Good.

## 2024

New CEO, Edward Vitalis, joins Invictus.



## OUR VISION

We provide our communities with an excellent education, unique opportunities, and elite experiences. Our students love attending school and our team are proud to represent their school and Trust.



## OUR MISSION

Whatever their starting point, our students make positive progress, with a perfect mix of academic challenge, pastoral care, and enriching experiences.



## OUR SCHOOLS



INVICTUS  
Education Trust  
**VALUE ONE**

**Every day, in every way, our students come first**   
*Our first and most important value.*

To safeguard all students, staff and volunteers.  
To inspire each other everyday to improve everything we do.  
Set an aspirational culture in every stakeholder's environment.

INVICTUS  
Education Trust  
**VALUE TWO**

**Anything is possible**   
*We focus on the challenge to identify it, our energy is spent finding a solution.*

All staff and students will be solution focussed.  
Leaders to role model resilient behaviours and attitudes to staff and students.  
To be confidently creative.

INVICTUS  
Education Trust  
**VALUE THREE**

**Accountability**   
*If it is to be, it is to be me.*

All staff and students take ownership of their actions, development and outcomes.  
Develop autonomy in leadership and management positions.  
Everyone takes responsibility for their own actions.

INVICTUS  
Education Trust  
**VALUE FOUR**

**Seek and seize opportunities**   
*We aim to deliver 'WOW' through opportunities and experiences.*

To provide elite experiences to the students of Invictus.  
To develop students so that they embrace new opportunities.  
All staff and students will continuously develop themselves holistically.

INVICTUS  
Education Trust  
**VALUE FIVE**

**Focus on relationships and all else will follow**   
*Open, honest and empathic relationships with clear and simple communication are the foundations of our Trust.*

Every member of the Invictus community will be treated with dignity.  
Our culture is one of respect.  
Everyone will be treated fairly and as an individual.

INVICTUS  
Education Trust  
**VALUE SIX**

**Start with the end in mind**   
*We identify our aspiration and put processes in place to exceed expectations. We celebrate our progress throughout the journey.*

Our focus is on the objective.  
Pathways are developed to meet the need.  
We celebrate the milestones towards the goal.

INVICTUS  
Education Trust  
**VALUE SEVEN**

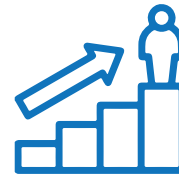
**Think collaboratively**   
*We always ask ourselves; can we include more students, more of our team or more of our schools in everything we do?*

We work together as one team.  
Everyone's ideas are valued.  
We share resources and ideas.

# BENEFITS OF WORKING FOR INVICTUS



EMPLOYEE  
ASSISTANCE  
PROGRAMME



EXCELLENT OPPORTUNITIES  
FOR PROFESSIONAL  
DEVELOPMENT



FREE ANNUAL  
FLU JAB



DISCOUNTED LEISURE  
CENTRE MEMBERSHIP

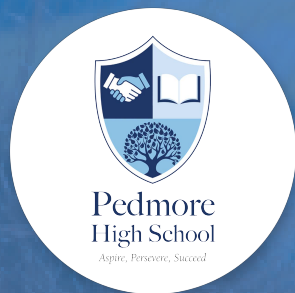


PENSION SCHEME



SECURE FREE  
ONSITE PARKING

**A HIGHLY TALENTED  
& COMMITTED  
TEAM AWAITS YOU!**



# ABOUT PEDMORE HIGH SCHOOL

Pedmore High School has a long tradition of success on which to build and is now in a position to become a flagship school within Stourbridge. It is an ambitious and successful school where the importance of aspiration and achievement underpin traditional values and high standards. Pedmore High School is very much a school with the community at its heart. We are proud that Ofsted recognised that Pedmore High School is "a welcoming and inclusive school that lives by its values of 'aspire, persevere and succeed' in everything it does" (February 2023). Due to the retirement of the current longstanding Headteacher, we are seeking a strong, dynamic, experienced leader to lead Pedmore High School into its next chapter.

The successful candidate will be starting at a very exciting time, having the opportunity to lead the school in its next exciting phase of development. The new headteacher will have the support of a strong, experienced senior leadership team and a highly skilled team of staff. Following a recent Ofsted 'Good' judgement, Pedmore High School has also been successful in the DfE School rebuilding programme and we are looking forward to the future partial new build to further enhance our existing provision.

The school aims to help each and every student understand and reach their potential by offering a range of opportunities and approaches to learning, with a caring and committed pastoral team supporting their well-being, health and personal development, ensuring that individual needs are met. Working with parents is key for this to happen and we strive for a happy relationship between the school, child and parent to ensure that the best provision is provided.

Opportunities and experiences for students at Pedmore are designed to develop them as leaders and citizens through the curriculum, extensive extra-curricular and additional ranges of programmes. It is our motivation to discover and nurture the children's talents and interests and equip them ready for success whether this would be through their core curriculum learning, opportunities within sports and arts, or within university visits.

Visits to the school are welcomed in order for any prospective candidates to gather more information on the education we provide.

## PEDMORE HIGH SCHOOL

**Ofsted**  
Good  
Provider



# JOB DESCRIPTION

<b>JOB TITLE:</b>	HEADTEACHER
<b>DEPARTMENT:</b>	PEDMORE HIGH SCHOOL, PART OF INVICTUS EDUCATION TRUST
<b>SALARY RANGE:</b>	LEADERSHIP (L23 - L29)
<b>REPORTING TO:</b>	DIRECTOR OF EDUCATION
<b>RESPONSIBLE FOR:</b>	SCHOOL BASED STAFF
<b>LIASING WITH:</b>	DIRECTOR OF EDUCATION (DOE), HEADTEACHERS, SENIOR LEADERSHIP TEAM, TRUSTEES, GOVERNORS, TEACHING AND SUPPORT STAFF, OUTSIDE AGENCIES, AND THE TRUST'S CENTRAL TEAM

## MAIN PURPOSE

The Headteacher will lead Pedmore High School within Invictus Education Trust (IET), inspiring staff to achieve the highest possible standards in teaching and learning, curriculum and assessment and the development of well-rounded and ambitious students.

The Headteacher will report directly to the DOE. In addition, they will be responsible to the central leadership team to; discharge key function requirements e.g. DOE and Finance. The Headteacher is expected to be flexible in order to ensure the most effective organisation and delivery of education and to undertake their professional duties.

The Headteacher must be fully committed to the core purpose of ensuring the highest quality of education is delivered, whilst fulfilling their professional duties to an exemplary standard.

The successful candidate will:

- Demonstrate exemplary leadership
- Model the trusts values in everyday work practices
- Set and review the school's priorities and objectives to reflect the overall priorities in conjunction with the DOE and School Improvement Team

- Develop, motivate and deploy staff to secure the best possible use of available talent
- Determine and drive appropriate standards and targets to deliver school improvement
- Create a safe and positive learning environment with high accountability, with the highest priority given to safeguarding
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives, acting on findings
- Manage financial resources appropriately, efficiently and effectively in line with Trust policies and procedures



# JOB DESCRIPTION

## MAIN DUTIES

### MAIN DUTIES

#### Curriculum, Teaching and Learning

- To work with staff to develop a curriculum, both academic and enrichment, to meet the needs of all students
- To implement strategies which continue to raise the standards of academic achievement for all and instil exemplary behaviour
- To continue to develop, with staff, the quality of learning and teaching in a culture of active self-evaluation, quality assurance, CPD, monitoring and review
- To monitor and evaluate the standards of teaching and learning at Pedmore High School and act accordingly to ensure that high standards of professional performance are maintained
- To promote a positive attitude to learning, academic achievement and excellence for all students, developing their skills as independent and curious learners
- To ensure that the progress of students at the school is monitored, evaluated and effectively recorded and use the analysis of data to inform strategies to raise standards
- Continually develop and sustain high-quality teaching across all subjects and phases, ensuring judgement is evidence-based
- Ensure teaching is underpinned by subject expertise by utilising Trust resources
- Effectively use formative assessment to inform strategy and decisions
- Ensure curriculum delivery is broad, structured and coherent and that the curriculum is relevant to the student and community needs
- Continue to develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing student knowledge and understanding of the curriculum

#### Community

- To develop and maintain effective links with IET schools and the wider community
- To fully embrace the benefits of being part of a multi academy trust, utilising the support infrastructure to the benefit of students' progress
- To develop and maintain strong links with partner and local primary schools, FE, HE and other agencies



## JOB DESCRIPTION

- To take a proactive role in raising and maintaining the profile of Pedmore High School within the local community to pursue and secure additional resources
- To maintain positive relationships with past, current and potential parents and promote active involvement in the school community
- To take a lead on key school policy areas and make recommendations to the CEO and DOE
- To work with the skills and resources of the Trust to ensure the successful development of Pedmore High School

### Leadership and Management

- To lead the strategic development and direction of the school, in line with the overall Trust strategy
- To work with the DOE and School Improvement Team to develop the educational direction of the school and to raise standards
- To promote the aims and objectives of the Trust ensuring the ethos and values are upheld
- To maintain a motivated, disciplined school in which students achieve their full potential
- To exercise leadership and management supervision of the teaching and support staff
- To maintain a visible presence around the school, within the MAT and the wider community
- To lead Pedmore High School's development, improvement planning and self- evaluation process with staff, governors, parents, carers and students
- To promote a team approach with all staff

### Finance, Resources and Premises

- To work with the DOE and CFO to allocate, control and account for the financial and material resources of the school
- To recruit staff of the highest quality and work with the HR Director to deploy and develop staff effectively for current and future needs
- To ensure that the Trust Health and Safety Policy is fully embedded

### Qualities

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's students



# JOB DESCRIPTION

## Other Professional Duties

- Create a culture where students experience a positive and enriching educational experience
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Leading by example to promote a culture of staff professionalism
- Use consistent and fair approaches to managing behaviour, in line with the Trust's Code of Conduct Policy

## Additional and Special Education Needs (SEN) and Disabilities

- Promote a culture and practice that enables all students to access the curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure the school fulfils statutory duties regarding the SEND Code of Practice.

## Managing the School

- Ensure staff and students' safety and welfare through effective approaches to safeguarding, and in line with Trust and school policies and procedures
- Ensure rigorous approaches to identifying, managing and mitigating risk

## Professional Development

- Ensure staff have access to appropriate, high standard professional development opportunities with both internal and external providers
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

## Staff and Resources

- Positively engage in appraisal reviews
- Lead effective appraisal reviews as directed by ensuring all staff have the opportunity of annual appraisal
- Line-manage staff as indicated by the school structure
- Respond to developments and initiatives at national, regional and local levels



## JOB DESCRIPTION

- Contribute to the recruitment and induction of new staff, including ensuring that key staff are trained in safer recruitment
- Lead and direct teamwork and effective working practices

### Other Professional Requirements

- Establish and maintain regular communication in the Trust
- Communicate with parents/carers and outside agencies where appropriate
- Attend professional meetings as required
- Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and the effectiveness of running the school
- Attend Governance meetings as and when required, and prepare relevant documentation
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Attend and contribute to meetings
- Work as part of a team and positively contribute to effective working relationships
- Take part in Trust events
- Undertake the professional duties of a teacher and leader as set out in the school teachers pay and conditions document
- Meet and exceed the expectations set out in the headteacher standards
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students

### OTHER SPECIFIC DUTIES

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example



# JOB DESCRIPTION

- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

## SUPPORT FOR THE TRUST

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required

- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## SAFEGUARDING REQUIREMENTS

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.



## JOB DESCRIPTION

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

# PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Qualified Teacher status (Secondary age range)</li> </ul>	<ul style="list-style-type: none"> <li>Further study e.g. national professional qualification for Headship or Executive Leadership</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Demonstrable successful leadership experience at Headteacher or Deputy Headteacher Level</li> <li>Evidence of raising standards in a high performing team</li> <li>Involvement in school self-evaluation and development planning</li> <li>Effective collaboration with external agencies</li> <li>Effective leadership of whole school developments relating to teaching, learning, curriculum and self-evaluation</li> <li>Demonstrable evidence of raising the standards of learning and teaching</li> <li>Proven track record of the effective management of change</li> <li>Experience of working with the governance of a school for impact on school improvement</li> <li>Use of technology to improve systems that raise student achievement</li> <li>Demonstrable experience of successful line management and staff development</li> </ul>	<ul style="list-style-type: none"> <li>Multiple roles in leadership experience across more than one school</li> <li>Working in a leadership role across a multi academy trust</li> </ul>
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> <li>Evidence of relevant and recent further professional development</li> <li>Evidence of leading on the professional development of other staff</li> </ul>	<ul style="list-style-type: none"> <li>Recognition that life-long learning is an essential part of personal development</li> </ul>
PERSONAL QUALITIES, SKILLS AND CHARACTERISTICS	<ul style="list-style-type: none"> <li>Fully supportive of the Trust's vision and values</li> <li>Confident with outstanding practice</li> <li>Ability to build and maintain effective relations through effective interpersonal skills</li> <li>Excellent communication skills</li> </ul>	

# PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<p><b>PERSONAL QUALITIES, SKILLS AND CHARACTERISTICS</b></p>	<ul style="list-style-type: none"> <li>• Ability to inspire, challenge, motivate and empower others</li> <li>• Ability to think creatively to anticipate and solve problems</li> <li>• Confidently build on current good practice whilst moving the school forward with vision and vigour</li> <li>• Ability to develop effective teamwork and be able to contribute effectively to a range of teams across the Trust</li> <li>• To be a strategic thinker who can articulate vision and inspire others</li> <li>• Ability to make sound judgements of teaching, giving quality feedback and offering a range of developmental CPD in a differentiating way</li> <li>• Possess an inclusive approach to education</li> <li>• Have high expectations of self and others</li> <li>• Ability to manage and resolve conflict</li> <li>• Ability to work under pressure, maintain a sense of perspective and humour</li> <li>• Demonstrate commitment, honesty and dedication</li> <li>• Ability to manage own time effectively</li> <li>• Reliability and integrity</li> <li>• Resilience and tenacity</li> <li>• Possessing high personal standards and moral integrity</li> </ul>	
<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Forensic approach to data analysis skills, using data as a tool to implement strategies for whole school maximum impact</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of Trust finances and financial management in an academy</li> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to build effective working relationships</li> <li>• Knowledge of current educational trends, curriculum developments and educational initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• A creative and innovative approach to teaching, learning and the curriculum</li> <li>• Experience of working in close partnership with other schools in a MAT</li> </ul>

# PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experience of curriculum mapping and/or timetabling</li> <li>• Excellent knowledge and understanding of diversity and equality requirements</li> <li>• Knowledge of Ofsted framework and the means through which a school becomes outstanding</li> <li>• A belief in the role of independent learning in education with the ability to articulate and deliver the vision of the Trust</li> <li>• A belief in working in partnership and as part of an established team</li> <li>• Proven ability in the development of effective structures and systems</li> <li>• A commitment to the Nolan principles (7 Principles of Public Life)</li> </ul>	
<b>FLEXIBILITY</b>	<ul style="list-style-type: none"> <li>• To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust.</li> </ul>	

This job description may be amended by us and, in addition to duties set out in the job description, you may be required to undertake additional or other reasonable duties as necessary to meet the needs of the business of Invictus Education Trust.

# SELECTION PROCESS

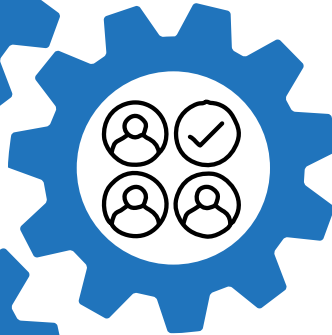
**1**

**Application**



**2**

**Shortlisting**



**3**

**KCSIE Checks**



**4**

**Interviews**



**5**

**Decision**



**6**

**KCSIE Checks**



**7**

**Welcome &  
Induction**



*Every day in every way  
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