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# APPLICATION PACK FOR HEADTEACHER

WILLIAM FARR CHURCH OF  
ENGLAND COMPREHENSIVE  
SCHOOL





# WILLIAM FARR

C of E Comprehensive School

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# WILLIAM FARR

C of E Comprehensive School

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## Headteacher

**Salary Range: Group 7 (within range L26-L39)**

**Start date: September 2019**

The governors, staff and students at William Farr are looking for an exceptional leader to build on this outstanding school's achievements. We are seeking a new Headteacher who will further develop this school's considerable strengths and drive improvements in line with our vision and values.

Situated in the village of Welton, close to the historic and beautiful cathedral city of Lincoln, this Church of England Comprehensive School has around 1500 pupils on roll aged 11-18. The school gained academy status in January 2011.

### **School vision**

*William Farr Church of England Comprehensive School's vision is to provide all members of the school community with the opportunities to engage with 'life in all its fullness' (John 10:10) through the highest quality of education, encouragement and endeavour. We are committed to striving for excellence and ensuring that all students are known, valued and can achieve.*

### **The school offers:**

- A highly effective and committed staff, providing outstanding teaching and care and guidance for every student
- Enthusiastic and aspirational students with high learning expectations, academic achievement and standards of behaviour
- Very supportive parents
- A highly skilled and dedicated Governing Body and strong middle and senior leaders
- The school's Christian ethos and values are at the heart of a fully inclusive, whole school community.

William Farr Church of England Comprehensive School is committed to safeguarding and promoting the welfare of children and young people and all posts within school are exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to reveal information concerning all convictions, including those which would otherwise be considered as 'spent'. The successful candidate will be required to undertake an enhanced background check by the Disclosure and Barring Service (DBS).

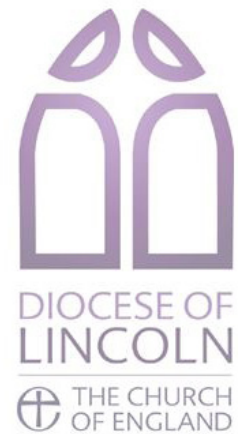
### **How to apply**

Applications should be made online via the TES website only.

Closing date: Monday 25 February 2019 at midnight.

Interview dates: Wednesday 13 March 2019 and Thursday 14 March 2019.

School visits: There will be an opportunity to visit the school between Monday 4 February 2019 – Friday 15 February 2019. Please contact Sally Coulter, Clerk to the Governing Body, on [s.coulter@williamfarr.lincs.sch.uk](mailto:s.coulter@williamfarr.lincs.sch.uk) or (01673) 866900 to arrange.



Jackie Waters-Dewhurst  
Director of Education

Dear Applicant,

Thank you for your interest in the Headteacher vacancy at William Farr Church of England Comprehensive School in the Diocese of Lincoln. The Diocese of Lincoln covers a large area in the local authorities of Lincolnshire, North Lincolnshire and North East Lincolnshire. We have 141 church schools, of which four are secondary schools. The Diocese supports schools to achieve their own legitimate aspirations to best meet the needs of their pupils.

The Diocese has a dedicated team of staff that provides support for all schools across a range of areas, and if appointed, you could expect to receive support during your first year, through prearranged visits, by an education adviser, the opportunity to attend a new headteacher training programme and other events organised by the Diocesan team.

The Diocese provides a wide range of training opportunities for all school staff as well as events for pupils. A Secondary School Festival is held during the autumn term at Lincoln Cathedral. This event provides a rich experience for academic challenge as well as spiritual development. For more information about the services, and support you can expect from the diocesan education team, please visit our website: [www.lincoln.anglican.org](http://www.lincoln.anglican.org).

Once again I thank you for your initial interest in this vacancy.

Yours sincerely

Jackie Waters-Dewhurst  
Diocesan Director of Education

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Dear Applicant

Thank you for expressing an interest in making an application for the post of Headteacher of William Farr Church of England Comprehensive School. This position will become vacant in September 2019, following the retirement of the present Headteacher, Mr Andrew Stones.



William Farr is an over-subscribed, high achieving school in the village of Welton, near Lincoln. It is named after a former vicar of Welton who bought the land on the site of a former wartime RAF base to establish a local secondary school in 1952. It has evolved from a small secondary modern to a large comprehensive with a sixth form. The school has been judged as 'outstanding' in the last two Ofsted inspections and obtained Academy status in January 2011.

The ethos of the school is based on the Christian values of its foundation. The governors are looking for someone who will identify with the importance of maintaining this ethos. We have supported a broad and balanced curriculum in keeping with our vision for our students. There is also an extensive programme of extra-curricular activities including both study and recreational visits, in and outside this country.

Welton is a few miles from the historic and beautiful cathedral city of Lincoln. There are two universities: Lincoln University and Bishop Grosseteste University. In recent years the success of Lincoln City FC has energised local support. There are many attractive villages with active organisations for all ages. Property is relatively inexpensive and local schools have a good reputation.

It is a short distance to Newark, where there is a fast and frequent rail link to London. There are three airports less than 50 miles away: Doncaster Sheffield, Humberside and East Midlands.

More information about Lincolnshire can be found at [www.visitlincolnshire.com](http://www.visitlincolnshire.com).

We are looking to appoint a Headteacher who will lead a strong team of staff, work with the Governing Body in the interests of the school and the community and support the ethos of a church school. The school has a record of high academic achievement and was the highest performing non-selective school in Lincolnshire at both GCSE and A-level in 2018. This has been achieved by a continuous drive for improvement and the setting of high standards in all areas of school life.

If you feel that you are the person we are looking for, please apply and tell us why. You will find further information about the school in the application pack. I hope you will feel encouraged to apply.

Yours sincerely

**Angela White**  
**Chair of Governors**





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Dear Sir/Madam

On behalf of the School Council, as representatives of the whole student body, I would like to extend my thanks for your application to be Headteacher of William Farr Church of England Comprehensive School. I am sure you have received information about the school's history and the type of school we are. We, as the School Council, when given the opportunity, jumped at the chance to include our own letter to tell you about our views and the role that the School Council plays within the school community.

At William Farr we democratically elect our School Council so that we have student representatives in each form, representatives of each Year Group and a School Council Executive made up of eight Sixth Form students. The democratic style of election which is used in our school means that the School Council has the legitimacy to represent the students of our school and to be involved in any decision making process that directly affects the students. In practice at William Farr, this is exactly what happens. The staff, senior leadership team and governors all recognise the importance of the student voice.

We are an independent student body and govern our own meetings. We have a direct involvement in many aspects of school life ranging from fostering a healthy school environment, to the behaviour policy and contributing to the appointments of positions within school. The School Council is an ingrained part of the school fabric and of great benefit to the school. It adds to the trust and community ethos between staff and students alike.

The kind of work that we have done as a Council is very diverse, yet I will give a few examples of what we have been doing in the last year. Firstly we are a crucial part of fundraising activities here at William Farr. Just in this first term we have raised over £4,000. One recent project that we contributed to was the climbing wall that was built in our school's gym, a project close to the school's heart in order to honour the memory of a previous student. We have continuously been involved in the wider community: we annually attend the local remembrance service, where we lay a wreath in recognition of the military background to our school. Also, working with local businesses to try and fund certain projects within our school. We have met many important people over the years, including the head of Ofsted, members of the House of Lords and the Children's Commissioner whom we have had the opportunity to spend time with and learn from. Should you become our new Headteacher, we would like to work with you to establish more lines of communication between us. We also help out in the school, all the way from delivering assemblies to our peers to discussions about the school day and we are involved in the planning stages for a sensory garden which may be built here.

The School Council is an essential part of William Farr and I would hope that you would agree with me on this. We currently strive to attend a governors' meeting once a year and work with them to improve certain aspects of school life such as SEN access within school. We would hope that this could not only continue under your leadership but be expanded to more frequent meetings. We would welcome bringing a student perspective to other meetings and even for the heads of the School Council to meet with you on a weekly basis to discuss issues that are arising within the school. We feel that this would be mutually beneficial, especially as our new Headteacher settles in.

I hope that this letter tells you what the student voice means to William Farr and how helpful it will be to our new Headteacher. I look forward to meeting you shortly.

Yours faithfully

**Odin Turner**  
**Head of the School Council**



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## Person Specification - Headteacher

<b>Qualifications and Experience</b>		
<b>Evidence from application form, formal interview and the references</b>	<b>Essential (E) Desirable (D)</b>	<b>Application – (A) Certificate – (C) Interview – (I) Reference – (R)</b>
Graduate with Qualified Teacher Status (QTS)	E	C, A
Postgraduate qualification	D	C, A
NPQH	D	C, A
Significant and successful senior leadership experience within a secondary school	E	A, I, R
Experience of working with a sixth form	D	A, I
Evidence of proactively pursuing continued professional leadership development	E	A, I, R
Evidence of commitment to lifelong learning	E	A, I, R
Experience of having secured good and sustained student progress through their own teaching and/or leadership	E	A, I, R
Experience of working with church schools	D	A, I
<b>Safeguarding Students</b>		
<b>Evidence from application form, formal interview and the references</b>	<b>Essential (E) Desirable (D)</b>	<b>Application – (A) Certificate – (C) Interview – (I) Reference – (R)</b>
Current safeguarding training	E	A, C
Enhanced DBS clearance	E	C
Ability to demonstrate commitment to safeguarding and promoting the welfare of students	E	A, I
Evidence of actively maintaining a safe and well-ordered school environment	E	A, I
Current safer recruitment training	D	A, C

<b>Professional Qualities and Knowledge</b>		
<b>Evidence from application form, formal interview and the references</b>	<b>Essential (E) Desirable (D)</b>	<b>Application – (A) Certificate – (C) Interview – (I) Reference – (R)</b>
A clear vision of how to take the school forward, building upon existing strengths, taking all members with them	E	I
Ability to act in accordance with the school's vision, taking into account the changing nature of education in the 21st century and stimulating innovation and creativity	E	A, I
A commitment to embrace the Christian ethos and continue to embed the church school values	E	A, I
A person who understands the distinctive nature of a Church School and will play a key part in the spiritual development of the school and wider community	E	I
Having an excellent understanding of the secondary curriculum across all Key Stages	E	A, I
Proven track record of evaluating the quality of teaching standards and delivery of the curriculum; evidence of developing, improving and sustaining high quality learning and teaching to further improve outcomes for students	E	A, I, R
Lead by example with integrity, inspiration, resilience and creativity; drawing on their own experience and the skills of staff and governors	E	I
Able to manage own workload and that of others to allow an appropriate work/life balance with the support of the Senior Leadership Team and governors	E	I
Develop the wider curriculum in order to enable the students to engage in life in all its fullness	E	I
Ability to provide constructive feedback to staff and students which promotes next step development whilst recognising achievement	E	I
Clear understanding of the SEND Code of Practice and proven experience of supporting students in overcoming barriers to learning	D	A, I
<b>Students and Staff</b>		
<b>Evidence from application form, formal interview and the references</b>	<b>Essential (E) Desirable (D)</b>	<b>Application – (A) Certificate – (C) Interview – (I) Reference – (R)</b>
Evidence of creating an environment which enables the personal, social and emotional development of each child in order to optimise learning potential	E	A, I
Committed to aspirational educational standards for all staff and students of all abilities	E	I
Ability to articulate and communicate the school's vision, values and intentions to staff, students, parents and the wider community and to enthuse them to act collectively to achieve these	E	I
Work closely with governors in generating and agreeing the strategic intentions for the school including those relating to learning and teaching	E	A, I
Demonstrate a positive and inspirational leadership style even under pressure	E	I
Promote a climate of respect, equality, personal worth and empathy within the school community and in accordance with the Church of England affiliation of the school	E	I
Generate excitement and enthusiasm about learning within the school as a learning community and inspire all staff and students to produce their best results	E	I

## Systems and Process

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Certificate – (C) Interview – (I) Reference – (R)
Capacity to undertake effective strategic financial and resource management to ensure efficiency and value for money	E	A, I
Evidence of understanding the impact of budgets, resources and financial planning on school sustainability	E	I
Understanding statutory responsibilities and core functions of governance and working alongside an effective Governing Body	E	A, I
Experience of regulatory, financial, HR compliance	E	A, I
Ability to use a rich set of data to understand the strengths and weaknesses of the academy	E	A, I

## The Self Improving School System

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Certificate – (C) Interview – (I) Reference – (R)
Ability to build upon the school's current Ofsted and SIAMS inspection standards	E	I
Ability to maintain and develop opportunities for partnerships with parents, other schools and contacts, local churches, businesses and other community groups	E	I
Ability to maintain and build on existing school links and relationships	E	I
Successful participation in collaborative partnerships with other schools and academies	D	A, I
Welcomes support and challenge from the Governing Body and actively supports governors to deliver their functions effectively	E	I
Experience of an OFSTED inspection at leadership level	D	I
Experience of a SIAMS inspection at leadership level	D	A, I

## Personal Qualities

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Certificate – (C) Interview – (I) Reference – (R)
Ability to demonstrate at interview the following qualities and skills in interacting with staff, governors and students: <ul style="list-style-type: none"> <li>• Self-awareness</li> <li>• Resilience</li> <li>• Decisiveness</li> <li>• Excellent communication skills</li> <li>• Reflective</li> <li>• Motivator</li> <li>• Compassionate</li> <li>• Strategic thinker</li> <li>• Listener</li> <li>• Strong interpersonal skills</li> <li>• Approachable</li> </ul>		



# WILLIAM FARR

C of E Comprehensive School

## Headteacher Job Description

### School vision

*William Farr Church of England Comprehensive School's vision is to provide all members of the school community with the opportunities to engage with 'life in all its fullness' (John 10:10) through the highest quality of education, encouragement and endeavour. We are committed to striving for excellence and ensuring that all students are known, valued and can achieve.*

### 1. Management, Leadership and Strategy

- 1.1. To lead and manage the school, in partnership with the Governing Body and continue to enhance its academic excellence in line with our vision and values.
- 1.2. To inspire, support, challenge and motivate staff and students.
- 1.3. To work with governors and others to develop the strategic direction for the school.
- 1.4. Advise the Governing Body on the formulation of the school policies and their implementation, providing clear and informative reports to assist the Governing Body to carry out its statutory duties.
- 1.5. To communicate the school's vision, values and strategic intentions to relevant stakeholders.
- 1.6. To encourage openness, debate and genuine scholarship in teachers and in learners in line with our vision and values.
- 1.7. To promote the vision and Christian ethos of the school and allow students to pursue faith activities within the school context.
- 1.8. To continue to promote the school as a centre of excellence and to support other educational institutions.
- 1.9. To monitor and evaluate progress and outcomes to ensure continued improvement in all aspects of school life.
- 1.10. To be sensitive, informed and responsive to national and political developments in education.
- 1.11. To support and promote the professional development and advancement of staff at every level in the school.
- 1.12. To maintain appropriate job descriptions for staff in line with educational development in the wider context.
- 1.13. To ensure secure, reliable and effective management systems are in place within the school.
- 1.14. To promote an ethos which supports student and staff wellbeing, a caring, rich and exciting learning environment in line with our vision and values.
- 1.15. To continue to engage and develop the strong relationship with the Diocesan Board of Education.

### 2. Learning and Teaching

- 2.1. To ensure that learning and teaching across the school are of the highest quality.
- 2.2. To keep the curriculum under constant review to ensure that it is broad and balanced; delivered to meet the needs of all students supported by high quality teaching.
- 2.3. To support innovation in learning and teaching.
- 2.4. To promote a culture of high expectations.
- 2.5. To take overall responsibility for the monitoring of student progress to ensure expected outcomes are achieved.
- 2.6. To continue to broaden pupils' horizons through a range of national and international contacts and experiences.



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- 2.7. To actively support the learning needs of all students, including those with additional needs and in vulnerable groups.
- 2.8. Promote and encourage wide-ranging extracurricular activities and opportunities for all our students.
- 2.9. To celebrate success.

### **3. Resources for learning, finance and effective school administration**

- 3.1. To recruit effective staff at all levels within the school strategically, responsibly and economically.
- 3.2. To ensure that all resources are deployed effectively and used to achieve our vision and values.
- 3.3. To explore additional income streams where appropriate.
- 3.4. To take a creative and innovative approach to procurement.
- 3.5. To manage the school site efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.

### **4. Accountability**

- 4.1 To be ultimately accountable for the financial integrity of the school.
- 4.2 To be accountable for every aspect of the day-to-day management of the school and its development.
- 4.3 To report regularly and in detail to governors and appropriate others on the work and progress of the school.
- 4.4 To encourage all stakeholders to feed back ideas, experiences and concerns with a view to improvement in the school.
- 4.5 Be accountable for all health and safety requirements on and off the school site.
- 4.6 To continue to promote the work of the School Council.
- 4.7 To continue to promote systems of communication within and beyond the school.
- 4.8 To continue to enhance the reputation of the school in the community and nationally.
- 4.9 To enhance the collaborative working of the school and its stakeholders.

*These elements are not exhaustive of the role of the Headteacher. They are intended to provide a broad picture of the range of responsibilities that will be incumbent on him/her and should be read in conjunction with the Headteacher job description in the most recent school teachers' pay and conditions document.*



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## How To Apply

Closing date: Monday 25 February 2019 at midnight

Shortlisting: Week commencing 25 February 2019

Interviews: Wednesday 13 and Thursday 14 March 2019

## Visits to the School

Candidates who wish to visit the school prior to completing their application, should contact the Clerk to the Governing Body, Sally Coulter, [s.coulter@williamfarr.lincs.sch.uk](mailto:s.coulter@williamfarr.lincs.sch.uk) or call 01673 866900 in order to arrange a convenient time.

Visits will take place from Monday 4 February 2019 to Friday 15 February 2019 and be conducted by our Year 8 students.

## Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post.

## Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

## Applying

**Please apply via the TES website only.** Applicants should complete the application form and submit a letter of application addressing the selection criteria detailed in the Person Specification. **The letter must be inserted into the application form before uploading it.**