



BISHOP
WORDSWORTH'S
SCHOOL



BISHOP WORDSWORTH'S SCHOOL HEADTEACHER VACANCY

www.bishopwordsworths.org.uk



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WELCOME MESSAGE



Rebecca Harwood Lincoln

Chair of Governors at Bishop Wordsworth's School

Dear prospective candidate

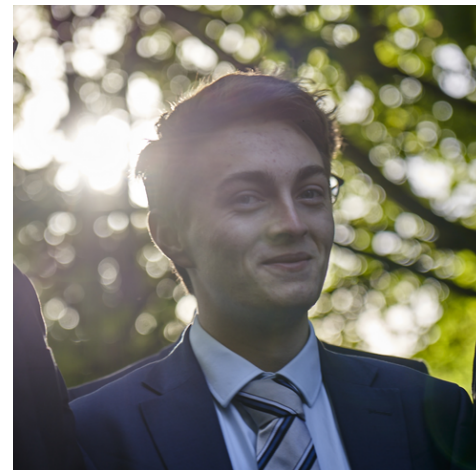
Thank you very much for your interest in the position of Headteacher at Bishop Wordsworth's School in Salisbury. We hope that this will give you a good introduction to Bishop's alongside our website and social media accounts, and that you will be inspired to submit your application.

Our current Headteacher is retiring after 25 years at Bishop's, and this is the reason why the Governors are looking to appoint an inspirational and dynamic Headteacher starting from September 2024.

Bishop's can offer:

- an outstanding OFSTED inspection result from November 2022;
- a dynamic and supportive Leadership Team responsible for leading our curriculum, pastoral care, and our Bursar who is our Company Secretary and manages our support staff;
- vibrant and friendly staff who work hard and inspire our students to succeed;
- 1180 bright and able students who are motivated and benefit from our outstanding academic achievements and extra-curricular offerings;
- engaged and committed Governing body;
- exceptional exam results. In 2023 75% of all A level grades were A*, A or B, and 63.6% of our GCSEs were level 7-9;
- a centre of academic excellence, based at the heart of Salisbury, next to our beautiful cathedral.

For more information, please take a look at our full person specification, job description and how to apply section that you will find from page 10 in this brochure. We look forward to receiving your application by the deadline of Monday October 9, 2023.





THE SCHOOL

HISTORY AND TRADITION

Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate 1,180 students aged between 11 and 18 including approximately 133 girls in our now fully co-educational sixth form. In the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which students are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

ADMISSIONS

As a Church of England Grammar School and Academy, we set our policy on admissions and choose our 11+ entrance exam provider. We admit 160 boys who have passed the 11+ exam into year 7 each September and our Sixth Form admits around 200 students who have achieved the required academic standard in year 12. Any student living with reasonable travelling distance of Salisbury is welcome to apply and students from the broadest range of schools and backgrounds thrive here. Further information about the structure of the school is on page 5.

EXTRA-CURRICULAR

A broad extra-curricular programme helps students to understand more of the world, to challenge themselves and to grow as individuals. We provide many and varied opportunities, so that every student has the chance to find new interests and achieve great things. We value equally the commitment of students who give their best to an activity they enjoy. More detailed information about extra-curricular activities can be found on pages 7 and 8.

HIGH EXPECTATIONS AND HIGH ACHIEVEMENT

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted, however, and continuously support and encourage our students to commit themselves fully to all that they do. Well aware of our expectations, students relish the opportunity to aim high and achieve their goals. Every student is encouraged to find something at which they excel and to develop their self-confidence.

CHRISTIAN VALUES

Our church school ethos permeates the fabric of life here – from regular worship in the cathedral and our chapel, through religious education, to the way we operate as a community. We welcome students of all faiths or none, but the Christian values of respect and tolerance for all, provide a moral compass that influences everyone, both personally and culturally.

SPIRIT OF TOGETHERNESS

As the school motto *veritas in caritate* (truth through caring) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make students feel valued and welcome. Within each year there are five tutor groups of around 32 students, led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier students are, the quicker they will settle in and flourish. If problems arise, the form tutor or the relevant Head of School are the first points of contact and Heads of School operate an 'open door' policy whenever possible. Every sixth form student is allocated a personal mentor.

BISHOP'S STRUCTURE

LOWER SCHOOL (YEARS 7 & 8)

The routine of daily life for Years 7-8 at Bishop's is organised and run by the Lower School Office, which monitors the academic progress of the students and is responsible for their well-being and any pastoral issues. It receives information on all aspects of students' schooling, including rewards and sanctions, so that staff can both support and challenge students to do their best. Students are taught mainly within their tutor groups and follow a common timetable, while departments begin GCSE syllabuses in Year 9. As a minimum, teaching in all subjects follows the National Curriculum and the knowledge, understanding and skills that students acquire lay solid foundations for their future studies.

MIDDLE SCHOOL (YEARS 9 to 11)

The school places great emphasis on ensuring that students achieve the highest academic standards of which they are capable, whilst encouraging them to develop their social, cultural and recreational skills and interests at the same time. This means that we adopt a firm but caring approach to all aspects of school life. The staff endeavour to work closely with parents in ensuring that students spend their time at school profitably but happily.

In the Middle School this policy is carried out by working closely with students and parents on academic, pastoral and career matters and by trying to equip them with a good range of qualifications and skills by the end of Year 11 - whether they go on to enter the Sixth Form or leave the school at this stage. Pastoral care is delivered through the tutorial programme and personal interviews carried out by tutors within our tutorial programme. Impartial Careers Guidance is provided by the School's Careers Adviser and the School Chaplain is also available for counselling and guidance. Members of the pastoral team maintain regular contact with Middle School students and with one another and regularly meet with the Headteacher to discuss students' progress.

SIXTH FORM

We offer outstanding academic opportunities that will allow students to enjoy their chosen subjects and achieve the highest grades. Our experienced subject specialists teach a wide selection of courses, and our aim is both to deliver in terms of results and also build independence in our students. Because of this, Bishop's students are sought after by both universities and employers.

Each year around half of our Year 12 students join us from other schools. Since September 2020, our Sixth Form has been fully co-educational; we currently have 391 students in Years 12 & 13 of which 133 are female. For this current 2023-24 academic year we have accepted 191 new Year 12 students into the sixth form of which 70 are female.

We are also proud of the strong communities and rich opportunities our school offers. Our students enjoy strong friendships, and excel in music, drama and a wide variety of sporting and academic competitions, as well as providing leadership for younger students. They display responsibility, humour and creativity, and contribute freely to the life of our wider local community. Bishop's also has a standing across the globe and students return regularly to bring their huge breadth of experience back to benefit our current students.



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ACADEMIC LIFE

Rigour, depth and breadth characterise academic life at Bishop's. Students enjoy being taught by highly qualified subject specialists. Teachers teach so that students do well – but also to extend their knowledge and understanding beyond the narrow confines of exam syllabi.

Throughout, we aim to engender a passion for learning and the development of skills to pursue that passion independently. In and out of school there are countless opportunities for students to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

A Level Results 2023

100% pass rate, 75% A*-B, 13 students A* in all papers
20 places at Oxford & Cambridge

Over 75% of the grades were at A*-B; at 190 students, this was our biggest year group yet. Our students secured 20 places to study at Oxford and Cambridge with 52 of them gaining all of their results at A*/A grade, and an extraordinary 13 at the top of the year group passed every A level paper that they took at A*. The strength of their performance will have once again put their school in the premier league this year.



GCSE results 2023

42.1% 9-8 / A*
63.6% 9-7 / A*-A

The 155 students in Bishop's Year 11 gained nearly 64% of all of their papers at Grades 7-9, with 33 of the year group passing all of their papers at one of the top three grades. This set of results comes at the end of several years' determined effort for students who had experienced education that was disrupted by the pandemic. They have been helped through those difficult times by the determination and creativity of their teachers, and the unwavering support of parents.



A Level Results 2022

100% pass rate, 82% A*-B, 31% A*
11 places at Oxford & Cambridge

GCSE results 2022

56.2% 9-8 / A*
75.7% 9-7 / A*-A

Careers Provision

Planning for the future is a significant part of education at Bishop's, with a comprehensive careers programme enabling students to find out about all options including higher, further and technical education and apprenticeships. This is supported by access to a fully qualified, experienced, careers adviser, registered with the Careers Development Institute. Throughout the school year for all Year groups ensuring that students receive expert advice at the time that they want it. Our provision is fully aligned to current statutory guidance from the Government and we are implementing the 8 Gatsby Benchmarks.

Bishop's hosts the largest HE and Careers Convention in the region each year with a series of seminars for students on Higher Education. Information on apprenticeships and school leaver programmes is also available with an opportunity to talk with alumni who have successfully chosen this route.



EXTRA - CURRICULAR ACTIVITIES

TRIPS, OUTDOOR EDUCATION AND CLUBS

As well as the trips to France, Germany and Spain, Bishop's offers pupils the chance to take part in a wide range of extra-curricular activities. We encourage all students to take part in the rich co-curricular life of the school which enables students to take on leadership roles within the house and prefect systems, to enjoy a variety of sports, to undertake community service and to help support the development of younger pupils in the school.

For outdoor education enthusiasts, we run residential visits to Pencelli in South Wales, as well as Bronze, Silver & Gold Duke of Edinburgh expeditions and Ten Tors. Our Outdoor Adventure programme is designed to challenge students mentally and physically and help them transfer the emotional strength gained from these experiences to everyday life. We aim to provide the pathways whereby each Bishop's student can become a self-sufficient and driven young adult who feels at home within adventure based environments.

Over 40 clubs and societies meet during lunch breaks or after school. A student can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense. A willingness to contribute to this range of activities is essential to working at this outstanding school.



MUSIC

Musicians and artists are given the chance to display their skills in various concerts. The music department runs a school choir, orchestra, big band, as well as offering opportunities for chamber groups and music theory and technology sessions.

The school choir is 60 strong, leading all major school services including the monthly school service in Salisbury Cathedral. It performs up to six other concerts in a school year, with one major oratorio which this year was Vivaldi's Gloria. There are also yearly joint Evensong with two other Grammar Schools at St Peter's College, Oxford.

We also have a school wind band, string and Lower School Orchestras, all that perform to a very high standard and do so regularly.

The school chapel houses a Viscount Chorum 90 organ which is used for daily school worship, with several students who are learning the organ and provided with the opportunity to play at school chapel services.





SPORT

Bishop's has a proud history and tradition of sporting provision, whether it is for our top performers or the beginner. Sport plays a central role in the school's aims to encourage all our students to develop their potential by setting themselves the highest standards of excellence and achievement with integrity and confidence. The school's broad range of sport activities provides students with a well-rounded, balanced education catering for a wide range of talents and interests and adds great enjoyment to students' school lives.

We are committed to providing inclusive, challenging and enriching Physical Education and sporting opportunities, which promote high standards of performance and a positive attitude towards sport and physical activity for life, to inspire and motivate all our students to lead happy, purposeful and responsible lives. We strive for national recognition across a wide range of sports and compete on a local, regional and national level, with a multitude of sports available and success achieved across the board. We also encourage our students to compete outside of school in order to gain an invaluable team and social experience. This enables both Bishop's and the clubs to benefit from a more knowledgeable, experienced and skilled pool of talent.

Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey, Netball, Cricket and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of students who give their best to an activity they enjoy.



DRAMA

All students in KS3 have a double lesson of Drama every week and the School stages a play or musical each year for those interested in acting, technical support, stage management, music to set design with students keen to get involved. Sixth formers are also involved in running a lower school Drama Club. We have many former students who have gone into the performing arts and who enjoy successful careers.

Ralph Fiennes: (Bishop's 1976–1981) One of the UK's most highly-regarded and internationally celebrated actors.

David Oakes: (Bishop's 1995–2002) Trained at Bristol Old Vic, best known for *The Pillars of the Earth*.





STAFF AND THEIR WELFARE

The Governors and the school's Senior Leadership Team (SLT) are committed to fostering a culture of cooperation, trust and mutual respect and recognise that work-related stress has a negative impact on employee well-being. With a strong emphasis on providing ample opportunities for personal and professional development, a structured appraisal system enables regular feedback and goal setting and the school's commitment to its employees' growth is evident in the generous budget allocated for Continuing Professional Development, encouraging staff members to expand their skill sets and expertise. Fostering a collaborative environment, the school promotes a robust ethos of teamwork, recognising that collective efforts lead to exceptional results. The Governors and SLT actively seek continuous improvement in this area, ensuring that their employees happiness and growth remain at the heart of the school's culture.

All staff are encouraged to participate in events undertaken by the school to promote health and wellbeing through a Wellbeing Committee where staff can meet to discuss such issues and promote initiatives. Bishop's encourages all staff to focus on their physical health, and the school gym is available to use after school hours. There is a staff badminton club, yoga sessions are also offered and the school offers a Cycle to Work scheme. Our 'Free Cake Friday' encourages all staff to get together over a cuppa and cake each week for a chance to get to know each other in a friendly environment.

BWS FOUNDATION

The Foundation supports Bishop's students by providing grants and bursaries for uniform, extracurricular activities and transport for the benefit of those pupils who would otherwise be unable to afford such things.

INTERNSHIP OPPORTUNITIES

Students can access our extensive network of Bishop's Alumni professional contacts with through LinkedIn (around 2,000 contacts), and the Bishop's Foundation also has a Career Enablement arrangement through which we may be able to arrange internship opportunities in the City of London.



PERSON SPECIFICATION

You will be a demonstrably outstanding school leader with a passion for education and the development of young people and the school. You are likely to be a current deputy or headteacher at a school where students take GCSE and A levels.

You will be expected to have:

- Leadership and management experience
- Significant experience in education, including in leadership roles;
- A proven ability to lead, motivate and manage teams and to inspire and challenge staff and students to attain their best outcomes;
- Excellent financial, resource planning, project management and management skills;
- Experience of developing, implementing and monitoring school improvement and development plans;
- Experience and success in driving improvement in academic standards;
- A record of outstanding classroom performance and exam results for students;
- A detailed understanding of current educational policy and issues, the ability to assess their impact on the School and to explain them effectively to Governors;
- Experience of successfully managing relationships with stakeholders, school regulators and others, for the benefit of the school;
- Experience in HR management, including recruitment, pay, staff development, performance management and disciplinary procedures;
- A strong commitment to personal development for all;
- The ability and willingness to develop relationships with other schools and the relevant authorities as the school considers its place within the MAT landscape;
- Experience in dealing with safeguarding matters;
- The ability to uphold the standards for headteachers (set out in section 2 of the Headteachers' Standards 2020).

Personal qualities:

- An inspirational presence with the ability to hold and engage a range of audiences;
- A strong work ethic coupled with effective delegation, prioritisation and time management skills;
- Honesty, integrity and commitment to the Nolan principles of public life;
- Ability to act as an exceptional role model for students and staff;
- Excellent interpersonal skills with adults and students;
- ICT competence and the ability to make effective use of management information systems;
- A belief in, and the ability to articulate, the importance of selective education;
- An empathy for the Christian ethos of the school;
- A deep personal commitment to inclusion, diversity as well as social mobility;
- The ability to be firm and resolute but with kindness, empathy and compassion;
- A genuine interest and participation in the co-curricular and extra-curricular activities of the school.

Qualifications:

- An honours degree from a leading university;
- Qualified teacher status (NPQH would be desirable);
- A proven track record of professional development;
- Up to date knowledge of Safeguarding and Safer Recruitment and KCSIE.

JOB DESCRIPTION

Post Title:

Headteacher

Reporting to:

The Governing Body of Bishop Wordsworth's School

Responsible for:

The strategic direction of the School and all aspects of the School's day to day management, including staffing, curriculum, pastoral care, finance and premises.

Employment duties:

The appointment is subject to the current conditions of employment of Headteachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the National Standards for Headteachers, and other current educational and employment legislation. In carrying out his/her duties the Headteacher shall consult, where appropriate, with the Governing Body, the staff of the School, the parents of its pupils and other stakeholders.

Remuneration:

Competitive Salary

Disclosure level:

Enhanced DBS with Barred list and Prohibition from Management checks (Section 128 Direction)

Strategic Direction & School Development:

- Develop the strategic view and direction for the School;
- Create and develop an ethos which enables secure and effective teaching and progress for all students, irrespective of their background, abilities or aptitudes;
- Develop the commitment of parents to the School and to the processes and practices associated with effective learning at home and at school;
- Devise and implement sound financial plans which target areas of need, so maximising standards and achievement for students and staff;
- Monitor progress against set targets effectively, taking any necessary action to achieve success;
- Ensure that the School is well known as a strong and effective contributor to education locally, regionally and nationally;
- Adopt a critical and realistic approach to education initiatives, as appropriate to the School.

Leadership & Management:

- Provide leadership which will inspire, motivate, challenge and support all staff employed by the School;
- Line manage members of the Leadership Team for the purposes of annual appraisal;
- Maintain and enhance staff morale;
- Further develop an ethos in the School which encourages openness and dialogue and where staff and student opinions are valued;
- Provide opportunities for all staff to develop their professional skills as an aid to improving performance and student achievement;
- Further develop systems within the School to ensure the effective evaluation of performance and development needs. These will be set out in the annual School Development Plan and Strategic (3-year) Development Plan;
- Ensure that all staff have the opportunity to work as part of effective teams and so benefit from mutual support and development;
- Ensure that all staff have appropriate job descriptions, updated to reflect changes that may occur;
- Market the School and secure recruitment both in Year 7 and Year 12;
- Be available to meet staff, pupils, parents and other stakeholders;
- Maintain a healthy and positive relationship with the governors, the Diocesan Board of Education and Wiltshire Council;
- To ensure that the school is fully prepared for inspections;
- Be the lead contact with the press and to be the 'public face' of the School;
- Manage the selection and appeals process;
- Keep up to date with the best practice within the sector and beyond;
- Enhance consistency throughout all areas of the School.

JOB DESCRIPTION

Teaching & Learning:

- Ensure that teaching and learning throughout the School are of the highest standard, so enabling students to achieve to the maximum of their potential;
- Rigorously enforce the School uniform/dress code and the highest standards of behaviour both inside and outside lessons;
- Sustain the environment and code of behaviour which enables effective teaching and learning to take place;
- Sustain an ethos of mutual respect and co-operation between all people associated with the School;
- Further develop the curriculum to respond to students' needs and aspirations;
- Monitor the effectiveness of the curriculum and seek areas for improvement;
- Monitor the quality of teaching and learning both individually and by curriculum area to ensure quality provision;
- Ensure that all students are correctly identified according to the SEND Code of Practice and provided them with the appropriate level of support.

Resources:

- Effectively recruit and manage the staff of the School;
- Deploy resources effectively and efficiently in order to achieve the aims and objectives as set out in the School Development Plan;
- Seek additional resources for the School in order to improve facilities or offer improved opportunities for students and staff;
- Ensure that current resources and facilities are maintained in good order;
- Strive to upgrade and further develop the School's resources and facilities, thereby improving working conditions and opportunities for students and staff, always within 'best value' guidelines.

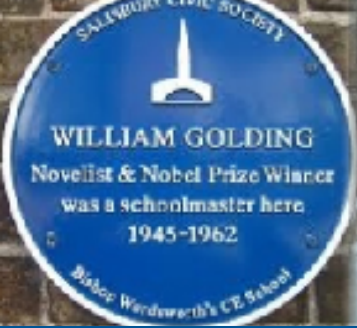
Accountability:

- Be accountable for every aspect of the day-to-day management and long-term development of the School;
- Maintain and monitor an effective and manageable appraisal system for teaching and support staff;
- Present regular reports to the governing body, providing information which enables them to meet their responsibilities in full;
- Provide reports and data about the School, as and when appropriate;
- Develop an ethos in the school where all staff feel valued and where they play an important part in determining the future success of the School;
- Develop opportunities for students to share in the decision-making processes of the School, so developing ownership and responsibility for their own future (School Council/Pupil Voice);
- Develop sound and effective systems of communication with the School and between school, community, parents and other external organisations;
- Expand community collaborations with other local schools and organisations;
- Constantly strive to develop further the School's reputation locally, regionally and nationally.

Note:

- This description of the tasks is by no means exhaustive. Our expectation is that the Headteacher will do whatever is necessary to further the effective performance and development of the School, its students, staff and community;
- Additions and amendments to those responsibilities may be made from time to time by agreement between the Headteacher and Governing Body.





HOW TO APPLY

Please access the Bishop Wordsworth's School website http://www.Bishop'sschool.org.uk/The_School/Vacancies/ or TES for further specific information about the post and for the application form.

You must complete the application form and, in addition, please submit a detailed letter of application addressed to Mrs R Harwood Lincoln; Chair of Governors, covering the following:

- How your experience, qualifications and background demonstrate your suitability to lead Bishop Wordsworth's School.
- How your qualifications and experience meet the job description and person specification as outlined above.
- How your personal education philosophy and your other interests are applicable to carrying out the duties of this post.

You may, if you wish, also submit a CV as well as your completed application form and letter in a format and content of your own choosing. Letters of application and CVs should be submitted by email to HR Manager; Annabel Lloyd-Gilmour at alg@bishopwordsworths.org.uk. Your application forms, and letter of application, must be received by noon on Monday 09 October 2023.

You are welcome to visit the school prior to application. Please contact the HR Manager by email or on 01722 333851 to arrange a visit and/or an informal discussion with the current Head Master, Dr Stuart Smallwood.

The first round of interviews will be held on 16 November 2023 with the second round on 23 November 2023. If you have particular questions about the post, having read the brochure, please contact Annabel Lloyd-Gilmour

Prospective applicants should refer to the school website which provides newsletters and examples of the everyday life of the school, as well as twitter feeds, information about the ethos, governance of the school, curriculum and range of activities that are offered to students.

EQUAL OPPORTUNITIES

Bishop Wordsworth's School is an equal opportunities employer in accordance with the Equality Act 2010. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013).

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

All offers of employment are subject to satisfactory references as well as an enhanced DBS and other safeguarding checks. This post is also subject to a Section 128 Management check.

All shortlisted candidates will undergo social media checks prior to interview in line with KCSIE and in order to provide the appointment panel with any information that may be relevant to their suitability, or have an impact on the school's reputation.