



# HIGHFIELDS SCHOOL



## Headteacher Candidate Pack

**LYKOS**

Multi Academy Trust

WHERE EVERY CHILD MATTERS

# Welcome from the Chair of Governors

Dear applicant

Thank you for your interest in the post of Headteacher at Highfields School.

This is an exciting opportunity to lead a high-performing, genuinely comprehensive school, following the move of the current Headteacher into the role of CEO within the Lykos Multi Academy Trust.

Highfields has a long-standing reputation for providing a wide range of high-quality teaching and learning experiences for students. We are a heavily over-subscribed, non-selective secondary school in Wolverhampton and pride ourselves on ensuring that each student achieves their full potential.

It is a vibrant and challenging place to work and to learn, offering a broad, engaging curriculum and high levels of support and challenge in a warm and welcoming school community. We believe in helping students to become well-rounded individuals who possess the necessary knowledge, skills and qualities to be successful on whatever pathway they choose to follow.

Highfields provides a strong culture of collaboration and support with high expectations for all. Our staff are highly motivated and work with colleagues within and beyond the school and trust to ensure continuous professional development and to develop best practice to share with staff and students.

We are fortunate to enjoy modern, state of the art facilities that offer the very best environment to enable staff and students to thrive in a happy, harmonious and caring school community.

As a Local Governing Board we are, quite rightly, proud of the achievements of all our students and staff who work hard to meet our high expectations and aspirations. We provide our students with a rich and fulfilling education and encourage them to participate in a wide variety of academic and social experiences.

We have a culture of continual school improvement and are committed to supporting the new Headteacher to ensure the continued success of the school. We look forward to working with you to shape the next stage of the Highfields journey.

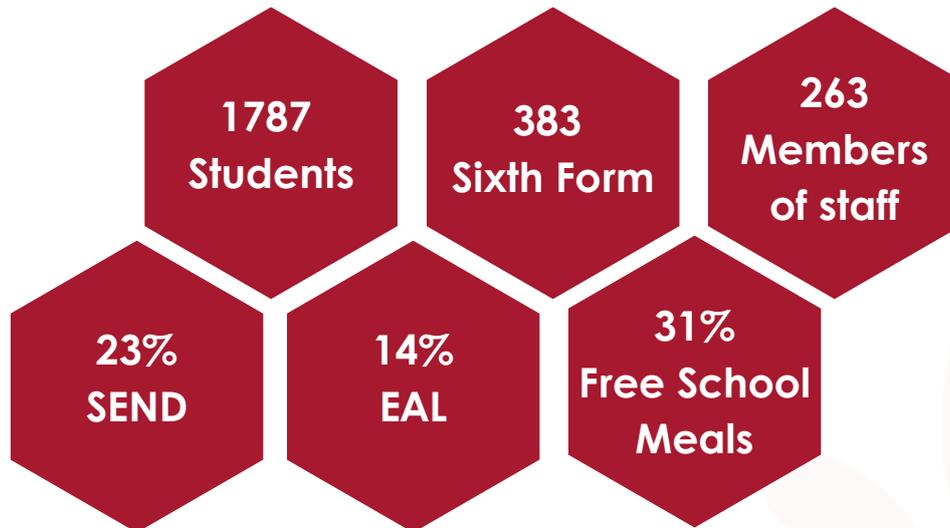
Dr Vivek Dhir

Chair of Governors





## ABOUT US



### Highfields core principles are to provide:

- An inclusive and harmonious environment in which students can flourish and be happy.
- A culture which recognises and celebrates success and achievement.
- A broad, ambitious, engaging and relevant curriculum.
- High quality teaching and learning.
- A dedicated and highly skilled body of staff who are passionate about working with young people.
- Outstanding support, care and guidance.
- A wide range of extracurricular activities, trips, visits and leadership programmes.
- Excellent links and opportunities to work collaboratively with 'subject experts' in their field, local community groups and employers.
- A supportive working partnership with parents and carers.
- A foundation for the next stage of students' education, training or working lives.

The school has a collegiate approach to its leadership structure, with dedicated Heads of Learning School for Maths, Science, Innovations, Communications, Humanities, and PE and Performing Arts. There are Heads of School for Years 7 and 8 (Lower School), Years 9 and 10 (Middle School), Year 11 (Upper School) and Sixth Form. Heads of School are supported by our SENDCOs, Safeguarding Team, Raising Achievement Managers, Year Managers and Assistant Year Managers. We also have three Deputy Headteachers who lead on Teaching and Learning, Inclusion and Standards, and Digital Technologies.

# Lykos Multi Academy Trust

Highfields is a founder member of the growing Lykos Multi Academy Trust, an active learning community committed to providing high quality and inclusive education for all.

Lykos is Greek for 'wolfpack' or the plural of 'wolf' to reflect our geographical roots in the city and to highlight our collaborative principles and desire to be a genuine family of schools.

## OUR TRUST

4  
Schools

2878  
Students

489  
Members  
of staff

Although Lykos has only been established since January 2023 we expect further growth in the trust over the next academic year.

## OUR VISION

Our vision is to provide, support and champion the highest-quality provision at the heart of our community, enabling all of our children and young people to be ambitious, aspirational and successful.

They will learn in our family of happy, safe and supportive locally-led schools who share our ethos, values and common purpose but each have unique identities. Through a wide and varied range of opportunities and experiences, they will be known as individuals, develop positive relationships and enjoy a sense of belonging and pride.

Every child truly matters to us and as such every child should achieve and leave us feeling confident, supported, challenged and equipped for life, so that they can play an active role in their communities.



'For the strength of the pack is the wolf, and the strength of the wolf is the pack'. (Kipling)

# Why Join Highfields?

## Comments from our latest Ofsted Inspection - 2021

"Highfields is a welcoming and inclusive school. Pupils are happy. They feel safe, well cared for and valued as individuals".

"Behaviour is exemplary. In lessons, the calm and focused atmosphere helps pupils work productively. Teachers have extremely high expectations of pupils and these are well understood".

"Leaders work with staff to continually develop the quality of education on offer. There is a strong, shared vision and a commitment to further improvement".

## At Highfields we...

Firmly believe that staff are our greatest asset. They are the most significant factor in making Highfields what it is - a successful, dynamic, happy and thriving school community.

Are committed to fostering a culture of collaboration, trust and mutual respect, where all individuals are treated with fairness and dignity. We strive to ensure that staff feel a strong sense of personal professional fulfilment, pride and happiness within their role.

Are a school where professional development is prioritised. We provide high-quality CPD, access to National Professional Qualifications, and opportunities to collaborate within our trust and beyond. Our staff benefit from a clear and structured approach to curriculum planning, reducing workload and enabling them to focus on delivering engaging and impactful learning experiences.

Build on our strong sense of community, excellent student-staff relationships, and a focus on innovation to be more than just a workplace – it's a place where careers flourish and where every member of staff is supported to achieve their best.



# Headteacher

**Required for: September 2025**

**Salary: Leadership Scale L33 - L39 (negotiable for exceptional candidates)**

We wish to appoint a Headteacher with the vision, drive and commitment to lead our school through the next phase of its development.

This is an exciting opportunity for an experienced and ambitious senior leader with the ability to work in partnership with families, staff, students, governors and a range of stakeholders to create an engaging and aspirational culture and an ethos where achievement, excellence and inclusion are embedded into everything we do, ensuring that our students achieve their full potential.

The successful candidate will also, as a member of the trust's extended executive team, contribute more widely across the trust as required.

As a Leadership Team we offer:

- Strategic and ethical leadership.
- Experienced and supportive staff.
- A creative and collaborative working environment.
- A positive and enthusiastic approach.
- A reflective, honest and caring culture.
- An inclusive team that supports a wide range of students across the school.
- Extensive opportunities for personal and professional development.

Please submit applications through [TES](#)

To arrange a visit, or to discuss this vacancy further, please contact Mrs L Bishop – PA to the Headteacher: [lbishop@hswv.co.uk](mailto:lbishop@hswv.co.uk)

Closing date: Monday 17th March 2025 at 9am  
Interviews: Week beginning Monday 24th March 2025

For further information on the recruitment process, please see our Recruitment Privacy Notice available from our trust website, [here](#)

# Safer Recruitment in Education - Information for Applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures that contribute to our safeguarding commitment, including our Safeguarding and Safer Recruitment Policies, which can be viewed on our website:

[School Policies](#)

It is an offence to apply for this post if you are barred from engaging in regulated activity with children.

We may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

## **What we will provide**

All application packs will include:

- A full Job Description outlining the duties of the post, including safeguarding responsibilities.
- A Person Specification which includes a specific reference to suitability to work with children.

## **The application process**

All applicants are required to complete an online application form containing questions about their academic and full employment history, and their suitability for the role.

All applicants are required to account for any gaps or discrepancies in their employment history.

## **The shortlisting process**

Our shortlisting process will include at least two people, at least one of whom will have completed Safer Recruitment Training.

All shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss at the interview stage.

An online search will be undertaken on shortlisted candidates to identify any incidents or issues that are publicly available online, which we may want to explore with the applicant at interview.

## **Interviews**

At least one member of each interview panel will have completed Safer Recruitment Training.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## **References**

References will be requested with your consent at the selection stage.

Where possible, at least one reference should be provided by the candidate's current or most recent employer, and references will only be accepted directly from the referee.

Our reference pro forma includes specific questions regarding the candidate's suitability to work with children.

## **Pre-employment checks**

An Enhanced DBS Clearance with Barred List Check is required for all successful candidates.

In addition to this, further pre-employment checks such as a Prohibition Check, Section 128 Check or Overseas Criminal Records Check will be completed if necessary.

# Job Description

**Post Title:** Headteacher

**Purpose:**

- To work closely with the CEO and Governors to build and develop a shared strategic vision for the school.
- To analyse and plan for the school's future needs and further development within the local, national and international context.
- To lead the school to deliver exceptional educational outcomes.
- To participate in projects across the trust as directed by the CEO.

**Reporting to:** CEO, Local Governing Board

**Responsible for:** Senior Leadership Team

**Liaising with:** Leadership and Management Team, External Agencies

**Working Time:** Full Time

**Salary/Grade:** Leadership Scale L33 – L39 (negotiable for exceptional candidates)

**Disclosure level:** Enhanced

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## Responsibilities as a Headteacher

- To be a role model for all members of the school community and promote high expectations at all times.
- To enthusiastically lead the school, setting high professional standards and ensuring the school's vision is understood and embraced by staff, students, families and the wider community.
- To work in partnership with all colleagues and stakeholders to ensure students and staff are happy, safe and confident.
- To be an inspirational teacher and leader.
- To work collaboratively with other staff across the school to ensure academic success, aimed at raising achievement for all.
- To ensure school policies are embedded and followed and, when appropriate, implement new initiatives.
- To develop leadership throughout the school, creating teams of colleagues who have distinct roles and responsibilities and hold each other to account for decision making.
- To work constructively and positively with the CEO, Executive Team members, Trustees and the Local Governing Board.
- To provide vision, leadership and direction across the school.
- To effectively manage teaching and learning.

- To promote excellence, equality and high expectations of all students.
- To deploy resources to achieve the school's aims.
- To evaluate school performance and identify priorities for continuous improvement.
- To carry out day to day management, organisation and administration.
- To ensure students are safe and secure and the climate for learning is exciting, challenging, engaging and fulfilling for all students.

### **Strategic Direction and Development**

- To work with the CEO, trust leaders and other schools in a climate of mutual challenge.
- To champion best practice and secure excellent achievements for all students.
- To contribute to the development of the school through meetings, professional learning and working with other members of staff.
- To work with key stakeholders to ensure the school vision is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the school community to translate the vision into agreed objectives and improvement plans which will promote and sustain school improvement.
- To motivate and work with others to create a shared culture and positive climate.
- To ensure that strategic planning takes account of the diversity, values, and experience of the school and the community.
- To contribute to the identification, implementation and achievement of the school's targets and priorities.

### **Leading Learning**

- To ensure that the curriculum is broad, balanced and ambitious and meets the needs of all students.
- To ensure that curriculum provision is regularly evaluated and amended as appropriate.
- To ensure that high quality learning is at the centre of strategic planning and resource management.
- To demonstrate and articulate high expectations and set challenging targets for the whole school community.
- To make effective use of performance data to ensure a consistent and continuous school-wide focus on student achievement.
- To ensure the effective quality assurance of teaching takes place which leads to good and outstanding learning for all.
- To ensure appropriate learning opportunities are planned which stretch and challenge all students.
- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- To lead, monitor and intervene to ensure strong and effective learning, good behaviour and attendance.
- To ensure marking and assessment is fit for purpose and enables students to improve and that guidance is acted upon by students.

- To ensure effective strategies are devised and implemented which ensure that all students and groups of students achieve.
- To ensure families are kept regularly informed about the progress made by their child.

### **Managing the organisation**

- To create an organisational structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements and expectations.
- To ensure account is taken of national and local circumstances, policies and initiatives.
- To exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interest of students' achievements and school improvement.
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the school.
- To create a culture of continuous professional development of staff across the school.
- To lead and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and relevant regulations.

### **Professional Development and Working with Others**

- To regularly review own practice, set personal targets, taking responsibility for own personal learning and professional development.
- To establish effective working relationships and act as a role model through your presentation, personal and professional conduct.
- To develop and maintain effective strategies and procedures for induction and professional development.
- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To build a collaborative learning culture within the school, actively engage with other schools to build effective learning communities.
- To seek opportunities to invite families, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To create and maintain an effective partnership with families to support and improve students' achievement and personal development.
- To develop community links including engaging effectively with local primary schools.
- To have a strong and effective knowledge of Headteachers and teachers' professional duties, standards and legal liabilities.
- To manage own workload and that of others to allow an appropriate work/life balance.

## **Securing accountability**

- To fulfil commitments arising from contractual accountabilities.
- To develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.

## **Corporate responsibilities**

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.

## **Other Specific Duties**

- To continue personal development as agreed.
- To engage in the Appraisal process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Person Specification

AREA	FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	Qualified Teacher Status	✓	
	NPQH		✓
	Evidence of continuing professional development	✓	
	Commitment to ongoing research into teaching and learning and school improvement	✓	
	Evidence of leading professional development activity	✓	
<b>Experience</b>	Substantial and sustained experience of leadership in the secondary sector at either Head or Deputy Head level	✓	
	A track record of providing leadership, raising standards and delivering educational excellence	✓	
	Experience of successfully managing change	✓	
	Experience of leading, developing and managing a team of middle and senior leaders	✓	
	Experience of leading and delivering improvements in line with accountability measures and the Ofsted framework	✓	
<b>Knowledge and Understanding</b>	Full understanding of the Headteacher standards	✓	
	An understanding of safeguarding issues, including up to date knowledge of KCSIE and the responsibilities of school staff and Governors	✓	
	An understanding of the mission and values of the Trust	✓	
	A clear understanding of what constitutes an outstanding school and what needs to be done to achieve and maintain outstanding in all areas	✓	
	Knowledge of the National curriculum including latest developments, initiatives and current issues and their translation into School Improvement Plans	✓	
	Knowledge of effective assessment strategies and the ability to direct school practices	✓	

AREA	FACTORS	ESSENTIAL	DESIRABLE
<b>Knowledge and Understanding</b>	Clear understanding of successful strategies for raising achievement and the ability to engage all staff in the deployment of these strategies	✓	
	Good knowledge of pedagogy, how students learn and teaching styles and the ability to support other teachers to develop their practice.	✓	
	An understanding of the statutory and legal framework across secondary education.	✓	
<b>Skills and Abilities</b>	Leads by example with an understanding of how to use different leadership and management styles.	✓	
	Successful engagement and collaboration with other schools, agencies and stakeholders	✓	
	Engagement with current education developments, opportunities and innovations	✓	
	The ability to challenge, influence and motivate others	✓	
	Strong organisational skills	✓	
	Strong analytical skills and an ability to interpret both quantitative and qualitative data	✓	
	The ability to plan, create and evaluate effective systems	✓	
	Strong classroom practitioner	✓	
	Ability to effectively lead behaviour and motivate and inspire students to achieve	✓	
<b>Impact</b>	Articulates the school's vision and inspires, motivates and empowers others to achieve this	✓	
	Works relentlessly to deliver the school's targets, goals and ambitions	✓	
	Generates high expectations and achieves the best for every learner	✓	
	Manages staff performance effectively to drive up standards	✓	
<b>Personal Attributes</b>	A commitment to safeguarding and promoting the welfare of children	✓	
	Has a clear commitment to fully inclusive comprehensive education	✓	
	Commitment to continual improvement	✓	
	Personal pride in delivering success against challenging targets	✓	
	Excellent interpersonal and communication skills	✓	

AREA	FACTORS	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	Passionate about supporting, motivating and inspiring learners, their families and the community	✓	
	A strategic thinker who is creative and innovative	✓	
	Stable and supportive with energy, confidence and emotional intelligence	✓	
	Shows consistency of judgement and high levels of integrity	✓	
	Resilient, positive and calm	✓	





# HIGHFIELDS SCHOOL

## Contact Us

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# LYKOS

Multi Academy Trust

