



Wycombe High School

**Required from January 2019
Appointment of
Head of House / Year
and Designated Safeguarding Lead
37 hours per week, 39 weeks per annum
(Term time only)
Non-Teaching Staff
Bucks Pay Range 5, point 26-30
£25,658 — £27,868 pro-rata
(actual salary £21,760 — £23,634)**



Candidate Information Booklet



School, Vision and Ethos



Wycombe High School is a girls' selective state academy school with 1304 students on roll, of whom around 400 are in the Sixth Form. Each year 192 girls are admitted into Year 7. All students are assigned to a vertical tutor group consisting of about 21 students; usually three students from each year group. There are six houses with 10 tutor groups in each house. Our school is part of the Wycombe High School Academies Trust, a Trust consisting of Wycombe High School and Bourne End Academy.

The school has educated girls of High Wycombe for over a hundred years and is very highly regarded in the local and wider community. There is a strong and shared sense of community and collective pride, built on core values. Parental support is strong. We have excellent links with other local schools, colleges and universities. We have a knowledgeable and supportive Governing Body fully involved with all aspects of school life, and an enthusiastic and active Parents and Friends Association.

Our staff are professional, forward-looking and committed to extending the horizons of our students, encouraging them to aim high, to take on leadership roles and to become independent learners. We have an ambitious development plan, with a focus on improving the quality of teaching and learning, both within and beyond the classroom.

We are a National Support School, a Teaching School and one of 35 Mathematics Hubs nationally. We are delighted to have been recently designated as a National Mathematics and Physics SCITT in 2017 and have strong community partnerships. We have invested substantially in IT systems and training. We also have an outstanding reputation for the performing and visual arts. Numerous educational visits take place each year and for every age group, at home and abroad.

Our school motto summarises our ethos and sense of community. All those who study, work at, or send their children to our school are part of this community and are role models for our ethos.

**Fortiter, Fideliter, Feliciter
(Courageously, Faithfully, Joyfully)**

Courageously

Each student is encouraged to embrace our core values of honesty, respect and hard work. She is encouraged to speak out against injustice, supported to take risks, and is not afraid of failure. She learns new subjects and skills. She pushes herself to her personal limits and beyond. She is encouraged to listen to the opinions of others, as well as to voice her own. She accepts responsibility for herself and other students. She leads the school in partnership with staff and the governing body. She is independent and innovative in thought and action.

Faithfully

Every student is expected to uphold our school rules and traditions. She acts with integrity and is truthful and honest in all she does. She keeps promises and is reliable. She works hard to achieve her full potential. Above all she is a good friend, a good neighbour and a good citizen. She contributes positively to school life and society.

Joyfully

All our students contribute to making our school the happy and joyful place it is. Each student demonstrates mutual respect and empathy for all and is proud of her own achievements and those of others. She shows commitment to a fair and peaceful community and embraces diversity. Our students are happy and positive in approach, and support others to be the same.

What Makes Our School Unique

All our students are high-achieving; almost all move on to their first choice degree courses or high level apprenticeships at the UK's best universities of employers. Some study indeed internationally.

Whilst there are always differences in results year to year, in 2017 we were once again one of the top performing schools nationally.

About half our students come from the town of High Wycombe, a diverse community which is reflected in our intake. 42% of students are from ethnic heritage backgrounds. Buckinghamshire is a selective authority, and our students represent approximately the top third of the ability range as measured by the selection process.

Well-motivated, confident and enthusiastic, our students are a delight to teach. They need little encouragement to take part in a very wide range of extra-curricular activities, including the arts, sports, community service and enterprise. The atmosphere within the school is purposeful and lively. Enjoyment is clearly evident. Our students work in partnership with staff to continually improve our learning environment and experience. They willingly embrace the many leadership opportunities available and take an obvious pride in their school and each other.

You can find further information about the school on our website at www.whs.bucks.sch.uk and you are welcome to visit us.

Student testimonials:

'It's a very friendly environment, I love the community feel, love the café'

'Pastoral care!!!! Please keep being so accessible to people not feeling 100%, it helped so much!'

'Subject knowledge of teachers is outstanding, and they willingly give their free time to support learning, e.g. 'drop in' sessions'

'There is extensive use of exam materials within lessons, and good quality of feedback from teachers - which ensures that pupils are aware of how to achieve their targets.'

'As students, we have a profound appreciation of the way in which diversity is respected, valued and developed.'

"Wycombe High School is an outstanding school that is held in high regard by all its stakeholders. There is a spirit of cooperation and harmony with warm and trusting relationships between staff and students. There is a very clear vision for the school as a learning school. It is pupil centred and based on high expectations, inclusion, strong moral values and embraces the challenges of a changing society".

Exceptional Schools Award 2014



The Role

We are seeking to appoint a dynamic and committed Head of House / Year and Designated Safeguarding Lead to join our highly motivated and successful Pastoral Team. She / he should also be an outstanding member of support staff who will complement our professional, forward-looking and committed team. She / he will be responsible for academic and behavioural standards and will lead a team of tutors. She / he will also lead on a significant aspect of pastoral care and/or hold responsibility for organising the delivery of PSHE.

- Monitor and evaluate the performance of groups and individual students and lead the implementation of intervention strategies for students who are at risk of not reaching their potential
- Set high expectations and secure high standards of behaviour, learning and attendance among students in their House
- Lead a team of tutors
- Deal with any breaches of the school behaviour management policy
- Lead on the curriculum and needs of one Year Group
- In conjunction with other Heads of House, create, implement, monitor and evaluate a House Development Plan which contributes positively to the achievement of the School Development Plan and which actively involves tutors and support staff in its design and implementation
- Provide students with strong guidance and support, liaising closely with the other Heads of House, parents, subject leaders, support staff and tutors
- Liaise with other Heads of House / Year
- Be a Designated Safeguarding Lead
- Lead, support and advise the Student Head of House and other student leaders to promote effective student leadership, team working and inspirational student role models
- Ensure that students have access to the full curriculum, within and beyond the classroom
- Develop and implement a range of House activities / events, including assemblies
- Develop and promote the House ethos/spirit
- Attend regular meetings with other Heads of House to standardise the quality of experience of all students and share best practice Lead tutor and other House meetings to ensure the effective implementation of the House and School Development Plans
- Lead on Self Evaluation for the House, including, but not restricted to, the production of a self-evaluation form, cyclical reviews and student voice activities
- Lead on the monitoring of tutor time and tutor observations
- Lead PSHE activities for designated year group
- Contribute to the induction, mentoring, professional review and professional development of tutors.



Person Specification

- Good honours degree in a relevant subject area
- A committed support staff team member
- Strong pastoral knowledge and experience
- Familiar with current subject and examination developments
- Keen to be involved in curriculum and pastoral development
- Committed to the ethos of Wycombe High School
- Keen to develop own career
- Adaptable and flexible; able to embrace and manage change
- Drive and passion for the use of IT to enhance teaching and learning
- Evidence of good relationships with young people and adults
- Good interpersonal and communication skills
- Able to work calmly and effectively under pressure
- Resilient
- A shared approach to problem-solving and achieving goals
- Strong organisational, personal time management and planning skills



History & Governance



Wycombe High School was first opened in September 1901 when there were only 18 fee paying students and 3 staff. Miss Mary Christie M.A. was the first headmistress. The School was first housed in a building known today as Clock House in Frogmoor, High Wycombe. The building still stands today.

The school moved to Benjamin Road in 1906 where it remained for 50 years, except for a time during the First World War when it was evacuated to the old grammar school so that Benjamin Road buildings could be used as a military hospital.

By 1922 the school had 300 pupils and was rapidly expanding. The school acquired its status as a Voluntary Controlled Girl's Grammar School in 1944. By 1956 the number of girls wishing to attend the school was so great that the school moved again to new premises that were built at the present site on Marlow Hill. In 1969 a dedicated Sixth Form Centre was built

In 1993, new buildings were added to allow for the extra 300 pupils and staff that arrived when Lady Verney High School joined with Wycombe High in 1993, with new Technology, Sport and Drama blocks. In 2006 the Wainwright Learning Centre opened. This houses our well resourced library, conference facilities, the school archive and an Internet café.

Our new Music Centre contains a large performing and rehearsal space, as well as 14 practice rooms and a technology and recording studio. This building will act as a catalyst for further facilities work. With 1345 students to house our site continues to evolve.

Wycombe High School's Local Governing Board consists of 18 governors each of whom sits on one of two sub-committees dealing with the core strategic business of the school: Community, Learning and Teaching; and Facilities, Finance and Personnel.

In 2012 Ofsted stated "The Governing Body works strategically and highly effectively to support and challenge the school."

Governors share collective responsibility for the effective governance and development of Wycombe High School, setting our strategic direction and major policies in accordance with the Group's mission, vision and values.

Governors also liaise with subject teams to triangulate information shared and contribute to the recruitment process of the school.

"This is an outstanding school... the Sixth Form is outstanding... the quality of teaching is outstanding. (Teachers) are highly effective in meeting the needs of learners and promoting rapid and sustained progress. (They) use their expertise and excellent subject knowledge to plan lessons and engage students".

Ofsted, June 2012

The leadership and management of leaders across the school and the governing body are outstanding. There is clearly communicated ambition for all students to reach the very highest standards".

Ofsted, June 2012

How to Apply



To apply for this post, please submit your letter of application to the Headteacher, Mrs Sharon Cromie. In your letter you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the role, paying particular attention to the Person Specification above.

Completed applications should be sent to:-

Mrs Sharon Cromie
Headteacher
Wycombe High School,
Marlow Road,
High Wycombe,
Bucks, HP11 1TB.

Safeguarding

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS).

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

Pay and Conditions



Pay Scale

Bucks Pay Range 5, point 26 — point 30
£25,658 — £27,868 pro-rata
(actual salary £21,760 — £23,634 per annum)

Equal Opportunities

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Governors for monitoring this policy.

The school operates an Equality Cohesion Scheme.

Smoking and alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the timetabled school day and thereafter only at the Headteacher's discretion during authorised school events.

Dress Code

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.

"An extensive programme of coaching and training, including opportunities to share good practice across schools, supports staff development. Arrangements for the management of performance are robust".

Ofsted, June 2012

Key Dates



Key Dates

Deadline for Applications: **9.00 am on Wednesday 7 November 2018**

Interviews will be held : **Tuesday 13 November 2018**

Candidates will be advised by end of day on Friday 9 November 2018 if they have been successfully shortlisted for the interview panel

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

Please note we reserve the right to close or extend this position depending on the number of applications received.

**Headteacher: Mrs S. Cromie
Wycombe High School
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High Wycombe
Buckinghamshire
HP11 1TB**

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Visit our website at www.whs.bucks.sch.uk

Follow us on Twitter @WycombeHighSch

