



Wycombe High School

Required as soon as possible

Appointment of Teaching School Manager Full or Part Time

Term-time only, or all year round

**Bucks Pay Range 4
£23,741—£25,704 per annum,
(pro-rata for term-time/part time)
(Depending on qualifications and experience)**



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.

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.

Our Vision

A school where students relish challenge, chase excellence and inspire those around them at every stage of their lives.

Our Mission

We build an ambitious and compassionate community of people who contribute eagerly to school life. We provide opportunities which propel our students out of their comfort zone, whilst supporting them at every stage and guiding them towards diverse futures.

Our Values

Infectious Joy

School days should be 'the best days of your life'. We create a joyful environment where each girl can experience the thrill of success, seek opportunities that make her smile and develop long-lasting friendships.

Limitless Ambition

We reject the notion that there is anything in the world that a girl 'cannot' do or 'should not' strive for. We galvanize every girl to be boldly brilliant in whatever she wishes to achieve, pushing her limits without fear of failure.

Insatiable Curiosity

For us, learning is a process which extends beyond your time at school; it's a lifelong passion. We aim to uncover a thirst for discovery in our girls, whatever their chosen subject(s) might be. We prepare our girls to think big and think globally.

Generous Spirit

We champion a collective and collaborative spirit. We provide an unbreakable support network, sharing in our girls' successes and enabling them to bounce back from time of difficulty.

Look beyond the traditional grammar school.
Look beyond league tables and examination results.
Look beyond stereotypes and conventions.
Look beyond a world where futures are fixed.

At Wycombe High, we look beyond.

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 2018 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'

'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



Our Staff and Their Development Opportunities



Professional Learning Pathways (PLPs)

Wycombe High School is committed to excellence in teaching. It aims to recruit and retain the highest calibre teachers and leaders and as such offers Professional Learning Pathways (PLPs) that form the basis of an individual's professional development whilst with us. There is a PLP for every stage (current or aspirant stage) of a teacher's career and professional abilities. The best CPD is recognised as professional experience that prepares an individual for the next stage of his/her career. Professional development is not a passive experience and requires the individual to actively accept opportunities for professional learning.

Professional Learning Entitlement

Deciding on an appropriate PLP for an individual teacher will be dependent on her/his aptitude, experience and impact as a professional. It may be, for example, that a teacher on Point 4 of the Teachers' Main Scale may be following the PLP for a more experienced teacher / leader because of his / her accelerated career and excellence. PLPs are 'entitlements'; however, we do expect teachers joining Wycombe High School to be committed to on-going professional learning and embrace the opportunities on offer. PLPs will support teachers in providing the evidence required for pay progression. Annual appraisals provide the framework for discussing appropriate pathways and experiences.

Research and Development

At the core of excellent teaching, leadership and student outcomes are evidence-based developments in pedagogy and practice. Every PLP includes opportunities for observing and/or developing best practice. Wycombe High School and its teachers are committed to sharing this best practice formally and informally. R & D is recognised as a key part of on-going professional development and professional learning.

Masters Accreditation

Action research can be accredited via a recognised Masters programme. WHS currently works with UCL Institute of Education and Edge Hill. Every teacher is entitled to subsidised masters funding at WHS. The first 90 module credits will be funded by WHS. Thereafter a

Masters dissertation and completion of a full Masters programme will be only be fully funded by WHS if the teacher remains in employment within Wycombe High Schools Academy Trust for a further 3 years post masters qualification. A contractual agreement is required on commencement of the Masters programme. Repayment will be required for those leaving outside of this timeframe. Should a teacher join us already with Master credits, the same funding rules apply. WHS is currently agreeing PhD routes for Masters qualified colleagues. Again contractual retention / financing rules apply. For any teacher joining us with a Masters already completed, there is potential for a funded PhD. Paid time off for studying is not supported. The individual must be secure enough in their existing post to find the capacity to manage extra Masters or PhD study on top of their employment. For staff who have currently embarked on a Masters programme at WHS, the above criteria will apply from September 2016.

Professional Learning Coach

Every new member of teaching staff is allocated a Professional Learning Coach with whom he/she will be entitled to meet up to a maximum of twice per year. This is not part of any performance management system, but provides an opportunity for teachers to discuss their personal professional development and career ambitions.

Staff Wellbeing

Our staff are very important to us and Wycombe High School ensures employee wellbeing is high on our agenda. We have weekly staff wellbeing briefings, a host of subsidised activities for staff such as yoga and pilates, a bi-termly People Matters magazine highlighting and promoting staff achievements and celebrating all that we do well. We also have two staff mental health first aiders to provide support and guidance when needed, in line with our Wellbeing Policy.



The Role

The Teaching School Manager reports to the Deputy Headteacher.

Main purpose of the post:

Teaching schools are outstanding schools that work with other schools to provide high-quality training and development to new and experienced **teachers and school staff**. They are part of the government's plan to give schools a central role in raising school standards. Wycombe High School's Teaching School is called Cygnus and it currently provides a range of training and school support activities mainly across Buckinghamshire, Berkshire and Oxfordshire.

The Teaching School Manager will lead the strategic and operational development of the Teaching School (Cygnus). The Teaching School Manager will work alongside the School's Senior Management Team to develop the vision, scope and remit of the Teaching School. S/he will work to develop partners and partnerships and to expand the client base for the Teaching School. This is a unique post that requires a substantial level of self-reliance, creativity, innovation, ambition and determination.

Main Duties and Responsibilities:

1. To lead on the strategic planning for Cygnus.
2. Liaise with school senior leaders and a range of external agencies to inform strategic plans.
3. To lead on national Teaching School initiatives and represent Cygnus nationally.
4. Identify and lead a team of course leaders and consultants to deliver the Cygnus products.
5. Create a portfolio of products, events, activities that meet current and future professional development needs of school professionals.
6. Quality assure the Cygnus products and continually improve them.
7. Produce development, marketing and financial plans to support the ambitious aims of Cygnus.
8. Build relationships with other schools (clients) to ensure their development needs are met and the Cygnus portfolio is a responsive, market led one.
9. Plan and deliver the full range of marketing activities to promote Cygnus and make it the Teaching School of first choice.
10. Collaborate with other Teaching Schools to ensure an effective professional development strategy for Buckinghamshire.
11. Meet ambitious targets for sales revenue and income generation.
12. Liaise with newspapers, magazine, online agencies and other media to deliver a considered and cost-effective advertising and PR programme.
13. Work with design companies to develop and reinforce the Cygnus brand through various media.
14. Produce stationery, booklets and other materials for promotional purposes.
15. Research other Teaching Schools to ensure a collaborative and holistic training coverage for Buckinghamshire.
16. Produce the Teaching School newsletter and weekly news item, via a range of platforms including social media.
17. Maintain a photographic library of teaching School activities.
18. To actively promote and act, at all times, in accordance with school policies, e.g. Health and Safety, Equal Opportunities, professional Conduct and Safeguarding.
19. To undertake other reasonable duties commensurate with the level.
20. To undertake all other reasonable duties as required by the Headteacher.



The Person



We are looking for the right person to fill this vacancy; you are looking for the right school to work in. We hope that this booklet and the school prospectus give you a flavour of Wycombe High School. To help you in your application we show below the characteristics that we are looking for when reading the applications and at the interview.

- Preferably educated to degree level
- High level of literacy
- Excellent MS Office skills, Adobe and Social media platforms
- Ability to use discretion and respect confidentiality
- High level of resilience
- Ability to have robust and professional conversations
- Excellent personal organisation and time management
- Able to work quickly and accurately to tight deadlines
- Committed to the ethos of Wycombe High School
- A high standard of spoken and written English
- Proactive and able to work on own initiative
- Ability to work under pressure and to remain calm in difficult circumstances
- Very strong interpersonal skills and the ability to build relationships with stakeholders
- Expert communication skills
- Proactive approach to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response
- Ability to achieve high performance goals and meet deadlines in a fast-paces environment
- Forward-looking thinker, who actively seeks opportunities and proposes solutions

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 the catalyst for further facilities work. With 1304 students to house our site continues to evolve.

Wycombe High School's Governing Body consists of 12 governors and the Headteacher.

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 complete the application form and a letter supporting your application. 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 school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form. We will be pleased to show prospective applicants around school during the week before the deadline for applications. If you are interested in a preliminary visit of this kind you should ring the school for details.

Completed applications should be sent to:-

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

An Application Form can be found on our website: www.whs.bucks.sch.uk

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

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 Scale 4

Full or part time, term –time only or all year round
£23,741—£25,704 per annum, (pro-rata for term time/
part time)

Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, which offers exceptional employer contributions and benefits. The School also provides a generous holiday entitlement, with the opportunity to take some holiday in term time.

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: **9am on Thursday 21 November 2019**

Interviews will be held: **Week commencing 25 November 2019**

Candidates will be advised by the end of the day on Friday 22 November 2019 if they have been successfully shortlisted for interview.

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
Marlow Road
High Wycombe
Buckinghamshire
HP11 1TB**

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E-mail: office@whs.bucks.sch.uk

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