

# HEADTEACHER Candidate Pack



# Letter from our Chair



Dear Applicant,

Thank you for your interest in the position of Headteacher at Loxford School. Our current Headteacher is Mrs Anita Johnson, OBE, who is continuing her association with the Trust but as the full time CEO. During her tenure as Headteacher of Loxford Mrs Johnson excelled in developing the school in many ways. We are now looking to appoint an inspiring and ambitious new Headteacher who will confidently take the school forward to its next successful chapter. Future success will depend on continuing efforts to improve.

Loxford School is an all-through, vibrant and diverse school which seeks to meet both the needs and the aspirations of our local community. At Loxford we expect all children to achieve, both academically and in their broader educational, personal and social development.

We pride ourselves on our inclusive and child-centred education which strives to make a significant, positive difference to the lives of our children and their families. We aim for each child to be an enthusiastic learner guided to build a foundation from which they develop confidence and independence, able to thrive and succeed into young adulthood and beyond. We believe that every child can succeed.

The successful candidate will develop strong working relationships with Mrs Johnson and the Local Academy Committee and Trust Board, with peer support from the Headteachers of the other Trust schools and Trust-wide specialist staff, building on our existing successes. They will form effective relationships with the pupils, their parents and carers, the staff, local authority, external

agencies and the wider community. The successful candidate will also enjoy the support of, and lead, a strong and dynamic leadership team spanning all five key stages, who are highly committed to meeting the needs of every pupil in the school. This is an exciting opportunity to lead an already successful school to further success.

The closing date for applications is 9.00am 6th December and candidates shortlisted for this post will be contacted for interview on 11th December. If you would like to experience Loxford at first hand, you are warmly invited to arrange a suitable time, by contacting Michael Watson on 077 4227 4680 or 020 8406 9689 or email: michael.watson@candidateiskey.co.uk You will be welcomed and escorted around the school by members of the HR team and Y13 students, subject to their availability.

We hope that you will find the accompanying Candidate Brochure and the information that it contains useful and of interest.

If you share our vision and our commitment to making it a reality, we will be delighted to receive your application and to learn what you would be able to offer our school community.

Yours sincerely,

**David A Low**  
Chair, Loxford School Trust



# About Loxford School



Loxford believes that everyone can succeed regardless of their prior backgrounds, and that it will provide the widest opportunities through its extensive and broad curriculum to enable children to have the qualifications to access university if they wish.

As an all-through school, we pride ourselves on ensuring that students of all academic abilities thrive and flourish.

Our results are a testimony to the hard work and motivation of our children and staff, along with the support of parents and governors. Whilst academic achievement will always be at the heart of what we do, we will continue to take a holistic view of education, ensuring our students are able to make an active and positive contribution to society and to enjoy life to the full.

Everything we do at Loxford School is centred on ensuring that each individual student is educated and supported to succeed in the world today – as an individual, as a partner, as a member of a team and as a citizen.

Loxford School follows the National Curriculum and has already initiated changes in preparedness for responding to the Curriculum and Assessment Review changes that are coming. Loxford has already initiated the necessary changes to meet the government's 2026 ambition for "wrap around care".

To view our latest Prospectus, [click here](#).

“Students in the sixth form also have dedicated reading time and promote their love of reading with younger pupils”





# About Loxford School

## continued

“The school provides high-quality subject-specific training for staff. The calendar for this is well planned to give staff the time they need to embed their learning”

### Our School

*“Loxford is about achieving”*

*“We prepare children for an ever-changing world”*

Everything we do at Loxford School is centred on ensuring that each individual student is educated and supported to succeed in the world today – as an individual, as a partner, as a member of a team and as a citizen.

In order for students to fulfil their potential at Loxford School, they need to feel secure, safe, supported and well-motivated. To achieve this, Loxford School has a number of important expectations, rules and procedures which are encompassed in Mutual Respect and Self-Discipline principles.

### Early Years

*“We ignite children’s curiosity”*

We have a thriving nursery where children play and learn in a safe and engaging environment. Children are taught to develop their social skills and play happily with each other. Bringing with them a wide range of personal experiences from their home lives, they are enabled to meet the Early Learning Goals, through the current Early Years Framework, as a secure foundation for their next phases of school and beyond.

### Primary

*“Every child is valued”*

In the Primary Phase, children are motivated and inspired through a curriculum which is based on learning challenges, planned in response to the needs and interests of individuals. With the right balance of challenge and support, children are actively involved in a range of memorable learning experiences which promote creativity, independence and enjoyment.

### Secondary

*“Loxford is richly equipped”*

*“We use the latest teaching techniques”*

Our students experience rich and varied lessons supported by the latest teaching techniques and equipment. Each subject has a highly qualified specialist team of teachers, teaching in rooms which have been equipped for their subject.

For students aged 13-16, the school offers a full range of GCSE courses, as well as BTEC courses to suit every taste and aptitude. In the Sixth Form, students can progress on to take a wide range of A Level and Vocational A Level courses.

### Sixth Form

*“Our sixth form is outstanding”*

Loxford School comprises a successful and vibrant Sixth Form where students routinely achieve excellent grades and progress onto both higher education including apprenticeships, leading to successful careers. The range of courses on offer has been carefully selected in order to meet the needs of a wide range of students and the aspirations of our community.

### Facilities

*“We have state-of-the-art facilities”*

Our spacious, well-lit buildings offer high-quality ‘state-of-the-art’ facilities for both vocational and academic learning. Both the Primary and Secondary phase buildings create a modern learning environment, able to accommodate over 3,000 students.

The design of the building aims to reflect the school’s successful ethos, and its pledge to ensure that every student is given the opportunity to achieve their potential whether their talents lie in the arts, literature, sport, science, technologies and the core subjects.

### Partnerships

At Loxford we recognise the need to work collaboratively with other schools and organisations. We are stronger when we work in partnership, whether it be acting as a critical friend or gaining advice from other outstanding schools. Currently, we are working with a number of partner organisations, including The British Council – International School Status, SSAT, Leading Edge Partnership Programme, University of Westminster – Westminster Distinctiveness Award, and Trees for Cities.



# About Loxford School Trust



**The Loxford School Trust is an Academy Trust developed from Loxford School of Science and Technology. The Trust aspires to create a family of Primary and Secondary Academies that will develop strong reputations for developing outstanding education for all pupils.**

**At Loxford School Trust we:**

- aim to prepare young people for an ever-changing world that values self-confident, well-educated and enterprising people. In the Trust we believe that students come first and that every child can find a route to happiness, prosperity and success
- enable staff to work closely together to deliver the best education possible for the students who attend our academies
- focus on the quality of teaching and learning whilst using funding in innovative ways because of the greater freedoms and independence that Academies are granted. The Trust has been designed specifically to bring about transformation in areas of deprivation and low standards. It has proved that whatever the background of a child, children can succeed
- continue to seek new challenges and opportunities to help children fulfil their potential, both academically and socially, so that they leave us with the widest range of choices in a challenging society.

The Loxford School Trust consists of seven schools. Loxford School is an All-Through School. Abbs Cross Academy & Arts College, Gaynes School, Tabor Academy, The Warren School and Cecil Jones Academy are Secondary Schools, and Aldborough is a Primary School.

The schools within the Trust are successful and well managed. The Trust works well with schools who move into special measures ensuring that within a 2-year period that they move to at least good. Schools that have been inspected by OFSTED since they joined the Trust are now either good or outstanding and have improved their exams results.

We are striving to be an outstanding Trust, delivering a high-quality education for each one of our students. Our vision is to improve educational standards and increase aspirations for all by demanding excellence in all we do within our family of schools.

## **Governance and Scheme of Delegation**

The Trustees have been selected to represent the interests of local communities and act as guardians of the educational aims of the Trust. The Trust also includes a board of Directors who hold the CEO and each academy committee to account.

Our Trust has a clear scheme of delegation that sets out the responsibilities of the various levels of governance (members, trustees, Local Academy Committees). Governors at all levels are clear about their responsibilities and have access to high quality information and training.

## **Central Team**

We also have a highly competent and professional central team that allows our Board of Trustees to focus on key strategic issues. A number of very successful appointments have provided the Trust with increased capacity as we move forwards.

# Job Description – Headteacher



- Reporting to:** The CEO
- Working time:** In accordance with the general contract as specified in the current School Teachers' Pay and Conditions
- Contract type:** Full-time, permanent
- Salary:** Group 8 (current range: £120,524-£138,265) L37-L43  
A Recruitment and Retention uplift up to 25% may be available for an exceptional candidate)
- Responsible for:** The school Leadership Teams within the 5 Key stages in the school

## Main Purpose

The core purpose of this role is to provide professional leadership and management of the school that will achieve high standards in all areas of the school's work. To achieve success, the Headteacher will:

- Effectively manage teaching and learning, promoting excellence and high expectations for all pupils and staff
- Provide vision, leadership and direction, identifying priorities for continuous improvement
- Review, establish and sustain the school's ethos and strategic direction together with the local Academy Committee and the Board of Trustees and through consultation with the school community
- Review, establish and oversee systems, processes and policies so the school can operate effectively
- Develop strategies for school improvement, mindful of any barriers, that are realistic, timely and suited to the school's context while ensuring these strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Use delegated financial resources appropriately, efficiently and effectively
- Work in co-operation with the other headteachers of schools within the Trust and local area to share and promote good practice
- Maintain the confidence of the local community by realising their high aspirations for their children from a vibrant and diverse community

## Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils



# Job Description

## *continued*

“Staff have consistently high expectations of pupils’ behaviour. Pupils behave very well in all phases of their education. They are committed to their learning and take pride in their work. Where pupils struggle, the school takes prompt and highly effective action to support them”

### Duties and Responsibilities

#### School Culture and Behaviour

The headteacher will:

- Actively promote a culture for learning where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy and Codes of Conduct

#### Teaching, Curriculum and Assessment

The headteacher will:

- Ensure high-quality teaching across all subjects and phases, using strategies based on sound evidential data
- Ensure all teaching is underpinned by subject expertise
- Ensure the use of formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum based on, or exceeding, the expectations of the National Curriculum
- Support effective curriculum leadership, including appointing and or developing subject leaders with relevant expertise and access to professional networks and communities
- Ensure the use of valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
- Ensure that reading at all stages has a high priority
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Ensure that parents are appropriately engaged in partnership with the school in their children’s development





# Job Description

## *continued*

“Pupils at Loxford receive an exceptional education. This starts in early years, where strong foundations are built, and continues through to the sixth form. Pupils are safe here. They appreciate the support they receive from staff if they have a concern”



### **Disadvantage and Special Educational Needs (SEN) and Disabilities**

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils including those who are disadvantaged and or have SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

### **Managing the School**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to embedding a culture of safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Provide inspiration and strong leadership to the teaching team to ensure that the school continues to deliver the highest standards of teaching and learning across the board
- Ensure the school's vision is clearly articulated, understood and acted upon effectively by all
- Lead by example and embody the school's vision and values for the pupils, staff, Governors and parents of the school
- Keep staff, parents, Governors, the local community and, where relevant, the Local Authority informed of progress and key developments

### **Professional Development**

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities both within the Trust and externally
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Keep up to date with developments in education



# Job Description

## continued

“Pupils with SEND are very well supported. Leaders identify specific needs and ensure that this information is shared with staff. They work closely with specialists to ensure that support is targeted and effective. Teachers use this guidance well to make appropriate adaptations which enable pupils to access the curriculum successfully”

- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Seek training and continuing professional development to meet the needs of all staff members including, where appropriate, their own needs
- Ensure that all staff receive regular performance reviews and have individual professional development plans to address skills gaps
- Ensure effective planning, allocation, support and evaluation of work, ensuring clear delegation of tasks and devolution of responsibilities

### Governance, Accountability and Working in Partnership

#### The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility (providing information, objective advice and support) to enable it to meet its responsibilities
- Ensure that all staff understand their professional responsibilities and are held to account for the success of the school and the welfare of its pupils
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools, internal and external to the Trust and relevant organisations, including, where appropriate, the Local Authority and supporting agencies

- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Governors, the Local Authority, parents and the local community
- Ensure that parents and pupils are well informed about the school's direction, priorities, curriculum and pupils' attainment and progress
- Combine the outcomes of self-evaluation with regular external evaluations to most effectively develop the school

### Other Areas of Responsibility

- Keep abreast of the latest developments in pedagogy, be committed to cross-school collaboration and be eager to try new approaches
- Promote the school as a beacon of excellence within the borough and the educational landscape of London
- Build on existing community links and support community cohesion

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out and may be amended at any time in consultation with the postholder. The postholder may be required to do other duties appropriate to the level of the role.



# Person Specification – Headteacher

Loxford School is seeking a new Headteacher of the very highest quality to sustain and improve our outstanding provision. The successful candidate will bring a strong record of leadership in education, together with a passion for learning and children's wellbeing, and the ability to inspire everyone at our diverse and vibrant school to achieve their very best.

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Award of the National Professional Qualification for Headship (NPQH)</li> <li>• Additional evidence of Continuing Professional Development appropriate to the role of headteacher</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Evidence of successful senior leadership and management in a school</li> <li>• A proven track record of raising teaching standards and promoting excellence, and an ability to challenge and effectively address under-performance when necessary</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of outstanding teaching across as wide a range of pupil ages, nursery to 18, as possible</li> </ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experience of collating and evaluating school data in a way that informs future school improvement priorities</li> <li>• A proven track record of raising pupil achievement across a wide range of abilities and backgrounds</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• The ability to think strategically and to view the School in the context of wider external (local, national, global) changes</li> <li>• Ability to work under pressure, prioritise effectively, and to upholding key principles of transparency, integrity, confidentiality and probity</li> <li>• In-depth knowledge of evolving educational policy and legal frameworks and an up to date understanding of current curriculum and pupil assessment requirements</li> <li>• Experience of meeting the needs of all pupils from a diverse community, and experience of having challenged children to gain the highest rewards for excellence in both their academic and non-academic pursuits</li> <li>• Sound organisational and editorial skills, with attention to detail, and excellent verbal and written communication and influencing skills</li> <li>• A demonstrated ability to meet all National Standards of Excellence for Headteachers in relation to this appointment</li> <li>• Understanding of school finances and financial management and working resourcefully within an annual budget</li> <li>• Knowledge of evolving educational policy and legal frameworks and an up to date understanding of current curriculum and pupil assessment requirements</li> <li>• Effective communication and interpersonal skills</li> <li>• The ability to build on the school's existing vision and values, together with the ability to clearly and confidently communicate that vision to inspire enthusiasm and hard work</li> <li>• Completion of appropriate Child Protection training or Designated Senior Person training</li> <li>• Ability to build effective working relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work in a network of schools in order to share good practice and promote outstanding practice</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the Nolan Principles) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• A commitment to transparency and to communicate and collaborate effectively with all stakeholders, drawing on strong interpersonal skills</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and promoting the welfare of all students from our vibrant and diverse local community, ensuring that personal beliefs are not expressed in ways that exploit the position</li> <li>• Commitment to equality and diversity</li> </ul>	



## How to Apply

If you have any questions about the role or would like a confidential and informal chat, please do not hesitate to get in touch by contacting **Michael Watson** at **Candidate is Key** on **077 4227 4680** or **020 8406 9689**. Email [michael.watson@candidateiskey.co.uk](mailto:michael.watson@candidateiskey.co.uk)

Send your completed application form and a supporting statement of no more than 2 pages to [michael.watson@candidateiskey.co.uk](mailto:michael.watson@candidateiskey.co.uk)

- The closing date for applications is **9.00am Friday 6th December**
- The shortlist meeting is scheduled for **Wednesday 11th December**
- Final Panel interviews will take place on **Wednesday 8th** and **Thursday 9th January**

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer and the second having knowledge of your work in a professional capacity.

Please ensure that you save the Recruitment Monitoring form that is already attached to the application form in a separate document and return.

All applications will be acknowledged.

*Loxford School is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for the successful applicant.*