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**Princes Risborough School**

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**Headteacher Recruitment Pack**

**“Aspire and Achieve”**

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## Welcome message from the Executive Headteacher

Dear Potential Candidate

I am delighted that you are showing an interest in applying for the headship at Princes Risborough School (PRS).

One of the first things you may notice as you research the school is that in 2017 Ofsted decided it was in need of special measures to enable it to provide an effective education. Do not let that deter you from applying! It is not typical of a special measures school. GCSE results in many subjects are above national averages and the sixth form has been judged as “good”. The main task for the next headteacher will be to get the school to a “good” overall Ofsted rating. That will be a challenge but one that should not deter the right candidate. The challenge is very “achievable” and we expect that the successful candidate will, within a fairly short space of time, be in a position of having led a school from one that Ofsted has defined as inadequate into one that is, by everyone’s definition, good.

In September 2018 Princes Risborough School joined Insignis Academy Trust (IAT). Insignis is a newly created Multi Academy Trust. Currently IAT has just two member schools (Sir Henry Floyd Grammar School, in Aylesbury and Princes Risborough School) with plans for a further school to join us. IAT is committed to Buckinghamshire and is only interested in working with local schools. The Trust’s ambition is to be a community of schools, each caring as much about the outcomes for students in other schools as they do for their own.

The PRS improvement journey has begun. The 2018 school Progress 8 figure was -0.25, significantly better than the 2017 score of -0.60.

Our students are served by a loyal and talented staff. Parents are happy to send their children to us. Behaviour of students is generally good. The senior team are ambitious and dedicated. Most important of all there is a very positive collective determination throughout the school community to make a fresh start and establish new ambitions and expectations.

I am very much looking forward to working with the successful candidate and the other headteachers in the Trust to design new ways of working as a unit – sharing our strengths and supporting each others’ improvement journeys.

Stephen Box

Executive Headteacher

Insignis Academy Trust

The School and its Context

Princes Risborough School is a school of about 1000 students, with six forms of entry into Year 7 and a sixth form of 110.

The school site is beautiful, with a large playing field and stunning views. As is the case with most schools the buildings vary in age and condition. The latest addition to the estate is a community sports centre that is used exclusively by the school during the day and let out at evenings and weekends to community groups.

Planning permission has been granted for a substantial new build that is designed to accommodate two extra forms of entry as housing developments in the area grow and the demand for secondary school places increase.

Buckinghamshire has a wholly selective system of secondary education. Almost all primary school children sit an 11+ test in Year 6 and almost all of those who gain a qualifying score choose to go to a grammar school. Our Executive Headteacher holds the same role with Sir Henry Floyd Grammar School (which was rated by the Sunday Times as 18th best in the South of England). One of the ambitions of Insignis is to “level up” the quality of the educational experiences across all schools within the Trust.

The 11+ test is not a perfect instrument for assessing academic ability or making predictions of future performance. Many very clever students are working to a high standard within Bucks upper schools in general and at PRS in particular. The school website has a picture of a student who is now at Cambridge University after gaining two A\* and one A grade at A level. The summary of the academic profile as recorded by Fischer Family Trust in last year’s Year 11, 32% described as High Achievers, 52% as Middle Achievers and 11% as Low Achievers – that compares with national figures of 39% High Achievers, 42% Middle Achievers and 19% Low Achievers. Princes Risborough School is, to all intents and purposes, an all ability school. Governors have recently conducted a consultation on a proposal to self-identify as a comprehensive school.

Princes Risborough School became a stand-alone convertor academy in 2011 before being rebrokered into Insignis in September 2018. There have been some governance changes in recent months. The new Local Governing Body are very committed to working with the new Headteacher to lead the school back into a strong position.

Vision and Values

**Our Motto:** Aspire & Achieve

**Our Vision:** Princes Risborough is the school of choice. Our students are *Positive Responsible and Successful*.

**Our 2020 Mission:**

**WE ARE SUCCESSFUL**

At Princes Risborough School every child matters. Our commitment to “Aspire and Achieve” means that our students are as successful as they can possibly be during their time here.

* Students become confident, knowledgeable and skilful
* They develop the ability to learn independently
* They are challenged to achieve aspirational ambitions
* They make good progress whatever their starting point
* They enjoy their learning
* They will remember their time at school positively

**WE CARE**

Every student joining the school feels safe and well supported. We encourage individual achievements, promote well-being and celebrate success together, allowing students to leave school with a clear idea of their future ambitions and next steps in life.

* Students feel safe and valued as individuals
* Progress and well-being is a priority
* Support is given where it is needed
* Success is celebrated and enjoyed
* Future ambitions are well supported

**OUR STUDENTS ARE CITIZENS OF THE FUTURE**

Many will have exceeded their own expectations. Their school experience has prepared them to be responsible citizens capable of shaping future society through positive behaviour, respect for diversity, and engagement with local, national and global communities. This will stand them in good stead for lifelong learning, enabling them to be adaptable and responsive in a rapidly changing, challenging world.

**Positive Responsible Successful**

## Headteacher: Job Description

The Trustees of Insignis Academy Trust (IAT) and the Governors of Princes Risborough School (PRS) expect the Headteacher to work within the framework provided by the **“National Standards of Excellence for Headteachers (2015)”**, which define high standards applicable to all Headteacher roles within a self-improving school system.

The four domains and six key characteristics in each domain shape the way in which the role must be approached. The Headteacher of PRS will report to the Executive Headteacher of IAT.

#### Key Responsibilities

* Professional leadership of the school and provider of educational advice to the Local Governing Body (LGB) and Trust Board to ensure statutory responsibilities are met
* Work with the Executive Head to provide strategic leadership for the Trust and develop collaborative Academy to Academy working relationships as the Trust grows
* With the Executive Head provide strategic vision for the development of the school
* Enable continuous school improvement
* Maintain high aspirations of students, staff and the local community
* Secure and be accountable for excellent academic standards
* Create a safe, productive learning environment that is engaging and fulfilling for all
* Ensure behaviour, safety and emotional well-being of students are a high priority and that safeguarding processes are compliant
* Empower and shape the staff at PRS, encouraging excellence in teaching
* Ensure that the school staff, and senior leadership team in particular, perform at the very highest level
* Engage with the wider community and build strong relationships with all stakeholders
* Deliver the Trust*’*s agreed financial plan for the school, achieving best value and effective use of resources

## Job Description Continued

#### Shaping the Future

* Work with the LGB, Trust Board and other key stakeholders to ensure the development of the school*’*s vision and that it, and the Trust*’*s ethos, is clearly articulated, shared, understood and acted upon effectively by all
* Work within the school community to translate the school*’*s vision into agreed objectives and operational plans which will promote and sustain school improvement
* Demonstrate the school*’*s vision and values in everyday work and practice
* Motivate and work with others to create a shared culture and positive environment for both students and staff
* Ensure creativity, innovation and appropriate use of technology to achieve excellence

**Leading Learning and Teaching**

* Ensure a consistent and continuous school-wide focus on students*’* achievement, using data and benchmarks to monitor progress in learning
* Ensure that learning is at the centre of strategic planning and resource management
* Establish creative, responsive and effective approaches to learning and teaching
* Monitor, evaluate and review classroom practice and promote improvement strategies
* Continue to develop a culture of high expectation and support and challenge under-performance at all levels and ensure effective corrective action and follow-up

**Developing Self and Working with Others**

* Continue to develop a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
* Develop and maintain effective strategies for professional development and performance review for all staff and regularly review own practice
* Demonstrate and articulate high expectations and set stretching targets for the whole school community, including development of leadership skills
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities

Job Description Continued

**Managing the Organisation**

* Sustain an organisational structure that reflects the school*’*s values and conforms to legal requirements
* Ensure that policies and practices take account of national and local circumstances, policies and initiatives
* Manage the school*’*s financial and human resources effectively and efficiently to achieve the school*’*s educational goals and priorities
* Recruit and retain staff of the highest quality, deploying staff appropriately and manage their workload to achieve the vision and goals of the school

This job description contains only the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.



## Person Specification

The Trustees of Insignis Academy Trust and the Governors of Princes Risborough School are looking for a person of exceptional calibre to lead our improving school.

In essence the ideal candidate will be a creative, innovative and inspirational leader and thinker, who can build on the school*’*s achievements and secure the full engagement of staff and other stakeholders in the delivery of the school*’*s strategic aims.

You will be enthusiastic and passionate about the role and excited about the prospect of leading Princes Risborough School into a future you will help define.

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| **Qualifications** | **Essential** | **Desirable** |
| Qualified Teacher Status |  |  |
| NPQH or other evidence of commitment to personal leadership development and a record of recent continuing professional development |  |  |

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| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| A proven track record of recent, highly successful, whole school senior leadership experience developed either as a Head or as a Deputy Head within a successful school |  |  |
| Recent experience of post 16 education |  |  |
| Strong academic and intellectual credentials to command the respect of staff, students, parents and the wider school community |  |  |
| Demonstrable experience of leading and managing staff, including building effective teams, delegating effectively and building capacity in staff |  |  |
| Evidence of leading and implementing change |  |  |
| Clear evidence of a significant positive personal contribution to a school in the pursuit of new thinking on teaching and learning, excellence or change |  |  |
| Evidence of involvement in school activity inside and outside the classroom |  |  |
| Evidence of a readiness to embrace genuine collaboration with other institutions |  |  |
| Experience of performance managing staff and monitoring and evaluating aspects of teaching and learning |  |  |

## Person Specification Continued

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| **Skills and Knowledge** | **Essential** | **Desirable** |
| Strong strategic abilities coupled with a proven ability to translate these into clear, coherent plans |  |  |
| Sound knowledge and understanding of the wider educational agenda, including current national policies, educational issues and possible changes |  |  |
| Evidence of personal contribution to the improvement of academic attainment |  |  |
| Proven experience of engaging and building relationships with a wide range of stakeholders, both internal and external |  |  |
| First-class communication and interpersonal skills with high levels of emotional intelligence, resilience and self-awareness |  |  |
| Evidence of sound and reasoned judgement |  |  |
| Visionary leadership skills with the ability to win the hearts and minds of colleagues, motivating and empowering all staff to deliver an exciting and compelling vision for Princes Risborough School |  |  |
| Evidence of bringing about improvement by holding others to account |  |  |
| A strong appreciation of the business aspects of school leadership including effective and efficient financial management |  |  |

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| **Leadership Style and Personal Attributes** | **Essential** | **Desirable** |
| Able to operate effectively as a high-profile and visible role model, setting high standards, encourage excellence, and winning the trust, confidence and respect of the whole school community |  |  |
| High levels of personal integrity and an open, transparent leadership style which is informed by a deeply-held set of personal values |  |  |
| Strong interpersonal skills and self-awareness |  |  |
| Energetic and inspirational team player and leader |  |  |
| Proven track record of managing work pressure well showing both resilience and tenacity |  |  |
| The presence and stature to engage and communicate convincingly with all stakeholders, locally, nationally and internationally, playing an active role in the wider community |  |  |
| A deep commitment to the values and ethos of PRS and respect for its history |  |  |

If you would like further information, or to arrange a school visit, please contactCatherine Wiles, HR Manager, Insignis Academy Trust.

Tel 01296 744351

hr@insignis.org.uk

**How to apply**

Candidates must complete the application form accompanied by a letter of application that provides evidence of your fulfilment of the person specification.

All applications are to be sent to Catherine Wiles no later than

**12 noon on 23rd January 2019**

at the address below

or

**email: hr@insignis.org.uk**

### We reserve the right to research applicants on social media platforms and the internet, and the Board of Trustees may take this information into consideration during the recruitment process.

INSIGNIS ACADEMY TRUST

PO Box 1128

Aylesbury

Buckinghamshire

HP21 8PE

