Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

HEADTEACHER CANDIDATE APPLICATION PACK

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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

On behalf of the Governing Body of Archbishop Tenison's School, Croydon, I would like to thank you for your interest in the role of Headteacher. We recognise that applying for this role involves considerable personal and professional reflection, and we are delighted that you have chosen to explore this opportunity with us.

Archbishop Tenison's School is a community shaped by a strong sense of Christian purpose and tradition, rooted in Christian Faith through the Foundation laid down by Archbishop Thomas Tenison. For generations, the school has sought to combine academic ambition with a deep commitment to pastoral and spiritual care, personal development and service to others. Today, Archbishop Tenison's is a diverse and inclusive school, reflecting the rich social, cultural and faith demographic of Croydon. We are committed to helping all our students grow in confidence, character and aspiration.

The school is located in the Park Hill area of Croydon, a well-established and attractive suburb with a strong sense of community. It benefits from excellent transport connections to central London and the South East which enables the school to draw on the opportunities of the capital while remaining firmly rooted in its local context, serving families from across Croydon and neighbouring areas.

Our vision is to secure academic excellence for every student within a Christian community where each individual is known, valued, and challenged to be their very best. This vision shapes our approach to teaching and learning, informs our expectations of behaviour, and underpins our unwavering commitment to safeguarding and wellbeing. We believe that education is about far more than examination outcomes alone; it is about forming character, nurturing curiosity, and equipping young people to understand their responsibilities to one another and to the world they will inherit.

The successful candidate will find a Governing Body that is deeply committed to the school, ambitious for its future, and keen to invest time, energy and wisdom in supporting our Headteacher's leadership. This ensures that the school benefits from strong, coherent leadership and a shared sense of direction.

This role calls for a Headteacher who shares our commitment to academic excellence grounded in the personal and spiritual flourishing of every student. We seek a leader with the vision and intellectual ambition to set high expectations for teaching and learning, and the confidence to lead others towards those goals. Collaborative by nature and open in communication, the successful candidate will understand leadership as a shared endeavour, working in close partnership with governors, staff, students, parents, and the Diocese to prepare young people to become thoughtful, mature, and fulfilled adults.

Teaching in all its forms often comes with a sense of vocation. As you read and reflect on the contents of this pack our sincere hope is that you will perceive a vocation that inspires you to apply and help us take Archbishop Tenison's school forward into an exciting future together.

Yours faithfully,

Amanda Johnson
Chair of Governors

WELCOME FROM OUR SCHOOL CHAPLAIN

Dear Applicant

On behalf of the Archbishop Tenison's Church of England School community and St Matthew's church with which the school has close links, I am delighted that you may be discerning a call to become the next Headteacher of the school - welcome!

Archbishop Tenison's School has a rich history, a vibrant present and an exciting future and it is a privilege for me to serve as a Chaplain at the school and as an ex-officio governor. We celebrate the strong connection between the school and St Matthew's Church where I am the Vicar.

The school's motto is "Tenaciter - Academic excellence for each person in a Christian community" and this can be seen in the strong teaching at the school, the encouragement of every pupil to achieve their very best and the Christian ethos of the school which recognises the image of God in each person and the tenets of faith, hope and love which are woven into all aspects of the school.

Please do be assured of our prayers as you explore this next part of your journey.

Rev Ruth Chapman

School Chaplain and Foundation Governor

ABOUT OUR SCHOOL

Archbishop Tenison's is a school with a distinctive Christian character and purpose. Our school motto is 'Academic excellence for each person in a Christian community' and we aim to instil these values in everything that goes on at Tenison's. We want our pupils to experience a genuine, strong, Christian learning community. We want our teaching to be rigorous, imaginative and exciting, alive and alert to what interests them. We want to help pupils develop into people of good character, who can think hard, communicate well and understand for themselves different areas of human experience. We want to see them progress individually, but also grow spiritually and contribute socially – to the school now and in society later.

"The school's ethos makes a strong contribution to students' spiritual, moral, social and cultural development". (Ofsted)

A School with a History

Our school was founded by Thomas Tenison, Archbishop of Canterbury, in 1714. He wanted to give "ten poor boys and ten poor girls" a good basic education to help them earn an honest living and grow in the Christian faith. We can, therefore, legitimately claim to be the world's oldest co-educational school. Over 310 years later we are on our third site in Croydon and still providing schooling of a high standard in a Christian context. We do this as an 11-18 voluntary aided, Anglican, mixed comprehensive school, within both the Diocese of Southwark and the Borough of Croydon, with Foundation Governors appointed by the Church of England.

A School with a Purpose

With over 310 years' experience we are able to approach the challenges of educating young people in the 21st century with clarity of vision and confidence of purpose. We know that the whole person matters, that the best curriculum combines the academic, the human and the practical and that the best teaching develops the knowledge, understanding and skills of each pupil across all the different subjects.

"The vibrant Christian community in action, where pupils and staff are cared for as individuals". (SIAMS)

We also know that the best learning takes place in a school community where pupils know and are known and where they find the space to learn independently, the grace to understand new and difficult things and the inner strength to succeed.

This is what it takes for their academic study to be rewarding and, above all, enjoyable. We recognise that there is so much for us to learn as human beings – about ourselves as created in God's image; about the world in which we live and our purpose in being here; and about our relationships with other people and how we handle the differences between us.

"Archbishop Tenison's is where futures begin to take shape. A wide range of subjects are available to all, and the school is more than just a learning environment - it is a community of unique, driven and immensely supportive people. Students cannot help but feel welcome as well as confident about taking the next steps towards their futures." Aaliyah, Year 12

Teaching and Learning

The curriculum at Archbishop Tenison's retains a particular focus on the core subjects of English, Maths, Science and Modern Foreign Languages, with a high profile for History, Geography and Religious Studies, as well as a lively tradition of Art, Computing, Drama, Music, Physical Education and different forms of Technology. In the Sixth Form we add social science courses in Business Studies, Economics, Psychology and Sociology, as well as the Extended Project. Personal and Social Development is taught in every year.

"High quality teaching, effective leadership and consistently high expectations have ensured that all groups of students achieve exceptionally well" (Ofsted)

Good teaching is at the heart of all that we do. Our school motto of "Academic excellence for each person in a Christian community" means that every lesson matters. High standards of discipline and pace ensure each pupil fulfils his or her potential in a class setting.

Imaginative resources, well- structured discourse and good teamwork between staff and pupils make for challenging and engaging tasks. Success is celebrated, effort rewarded and achievement recognised. Good provision is made for Gifted and Talented pupils and for those with Special Educational Needs.

"Archbishop Tenison's Sixth Form is a caring atmosphere full of friendly people, with a strong community feel. The staff are kind and never hesitate to help wherever they can. All subjects are taught with enthusiasm and passion. The Sixth Form offers not just a wide range of subjects but also many extra-curricular activities which are always enjoyable and rewarding." Daniel, Year 12

Assemblies and Church Services

Each year begins and each term ends with a service at St. Matthew's Church, where we also hold inter-denominational Communion Services once a year for each year group. Parents are warmly invited to our Carol Service and Founder's Day Services. Our Chaplain is the Vicar of St. Matthew's.

Diverse opportunities and expressions of worship that have a significant impact on the school community and are highly valued by pupils, staff, parents and governors" (SIAMS)

Assemblies in school are held daily and are predominantly Christian, in keeping with the school's foundation. Parents have the right to withdraw their child from Religious Studies and collective worship.

"Our sixth form is a place that encourages both academic and personal growth. It offers a wide range of opportunities, but what truly makes it exceptional is the supportive community and inspiring environment. Here, students are challenged, guided, and motivated to reach their potential, leaving well prepared for the next stage of their journey." Zain, Year 13

Inspection Reports

OFSTED

Our latest OFSTED inspection was on 4 April 2026. The full report can be read here Archbishop Tenison's CofE High School - Open - Find an Inspection Report - Ofsted

As well as recommending some next steps for the school, the inspection identified numerous strengths, including:

- Overall, pupils typically achieve well in their GCSE examinations, including pupils with special educational needs and/or disabilities.
- Leaders have developed a broad and ambitious curriculum. They have a firm understanding of the strengths of the curriculum as well as the areas for development.
- Teachers provide pupils with clear explanations and with opportunities to practise and develop their skills. Teaching places emphasis on pupils learning the appropriate subject-related vocabulary.
- Leaders have effective systems in place to swiftly identify the needs of all pupils. They provide additional support for those who need help to achieve and thrive at school.
- Leaders at all levels know the school's context well and promote a culture of high expectations and inclusion. They have a clear understanding of the school's strengths and areas for development, including the effectiveness of the post-16 provision and the school's wider offer.

SIAMS

Our SIAMS inspection took place on 27 April 2026. The full report can be read here 3094c8_17bf3d00b3aa443fba51c329dc08d55f.pdf.

The report highlighted an array of strengths, including:

- The biblically rooted vision is the bedrock upon which this Church school has grown
- Prayer and worship are the heartbeat of the school and are a hallmark of its distinctiveness.
- Pupils and adults grow spiritually as they explore Bible stories and embrace the value of stillness and reflection for themselves.
- A sense of hope and belonging is carefully developed which is driven by expansive and effective chaplaincy and pastoral provision. Its impact is profound. Pupils are treasured and their unique worth embraced by adults who model the love of God through their caring and nurturing actions.
- Academic support given by adults breaks down barriers to learning for pupils, including those who have special educational needs and/or disabilities (SEND) and those who are vulnerable. Consequently, pupils thrive as they seek to pursue their unique gifts and talents.
- Leaders' extensive support for staff ensures that they feel highly valued and well cared for. As a result, they flourish professionally and personally.

Support for the Headteacher

Diocese and Local Authority Mentoring and Induction

All Church of England schools within the Southwark Diocese are part of the wider family of diocesan schools. The Diocesan Education Team provides pastoral and school effectiveness support and advice to Heads and Governing Bodies and offers training and professional development for all school leaders. Headteachers who are new to Church school Headship are invited to take part in the Diocesan Induction Programme which is specifically designed to meet the needs of Church school Headteachers. The SDBE will also provide a new Headteacher with a mentor in their first year of headship (usually an experienced Head of a local church school). A DSIP (Diocesan School Improvement Partner) is also available to support the Leadership Team with school improvement.

London Borough of Croydon

The local authority provides a range of services including school improvement, safeguarding and inclusion.

SEND services

The school also purchases the services of some independent SEND providers to support the needs of pupils with SEND.

Governing Body

The school has a committed and effective governing board. Governors ensure that the vision, ethos and strategic direction of the school are clearly defined, take account of context and make sure that resources are used effectively. They typically support and challenge leaders appropriately, giving due regard to leaders' and staff well-being and workload.

Archbishop Tenison's Foundation Trust

Archbishop Tenison's Foundation Trust operates a fund which supports the education of young people in the school. The fund originally had a single asset of a plot of land in central Croydon which in recent years has been sold and converted to an investment fund with the Trust's income dependent on growths or losses in that fund. The Foundation Trust also holds the ownership of the school site.

Archbishop Tenison's Development Trust

Archbishop Tenison's Development Trust is a charitable trust which operates a fund whose main source of income is parental contributions to the school. This Trust pays the school's contribution to the SDBE schools maintenance scheme and also pays the school's 5% contribution for any works carried out with SDBE under the Voluntary Aided Schools Capital Allocation (VASCA) funding.

OUR ETHOS AND VISION

As the last remaining Church of England secondary school in Croydon, our Christian ethos is at the heart of everything we do. It is our Christian distinctiveness, flowing through our academic curriculum and pastoral care that sets us apart from every other secondary school in the area.

As a school community we are constantly looking for opportunities to turn our ethos and vision – 'Academic excellence for each person as part of a Christian Community' and our school motto "Tenaciter" - into a lived-out reality for all those involved in the life of the school.

Specifically, the school aims:

- To uphold Christian belief through worship and daily life and enable students to grow in a living faith
- To develop the habit and skills of academic enquiry, intellectual integrity, and a love of learning for its own sake
- To broaden the student's cultural experience by active involvement in and an appreciation of the expressive arts and by examining the role that culture, including science and technology, plays in creating civilised societies
- To develop students' awareness and understanding of their physical capabilities through curricular and extra-curricular activities and foster positive attitudes to health and safety and sportsmanship
- To promote an understanding of different religions and ethnic origins and cultures in order to reduce intolerance and prejudice; to promote the integration into the community of people of all ethnic backgrounds; and to foster and develop a strong sense of moral values which are given practical expression in all aspects of the lives of those who make up the school community
- To create in students an awareness of their abilities and enable them to realise their potential and play their full part, as Christians, in the wider community in this country and overseas; to prepare them for the world of work and to develop in them interests they will find enriching and fulfilling
- To encourage pupils towards an understanding of their own feelings and the feelings of others, thus developing a friendly, supportive and caring community, in which every student is equally valued. The school aims to be a centre of excellence in all that it does. It is a partnership involving students, staff, governors, parents and carers, based on mutual respect and a common purpose.

Our curriculum vision is:

- To learn together as a Christian learning community
- To educate the whole person
- To provide the whole curriculum
- To teach with understanding – of the subject and the person learning it
- To learn with tenacity, humility and hope.

We value 5 things in particular: courtesy, calmness, concentration, confidence and consideration.

Our spiritual vision

The vision for our school is rooted in 1 Corinthians 13:13, where Paul, writes the following to the church in Corinth about the foundations of Christian ethics and community life - “these three remain: faith, hope and love.”

We believe the purpose of a Christian education is to reach our full stature as human beings, no longer children “tossed to and fro by the waves”, but rather “growing up in every way … into Christ” as members of his body, in which each part makes a vital contribution to the whole (Ephesians 4: 14-16).

At Archbishop Tenison’s, our understanding of spirituality is centred around three words, and within these three words understanding about God, ourselves, and how we view each other and the world.

Vision (faith) - We believe that God calls us to have vision - for our lives and for the world around us.

Tenacity (hope) - Made in the image of God we believe that we are called to be tenacious. Tenacious in our faith, tenacious in our teaching, and tenacious in our learning.

Vocation (love) -We believe that teaching is a vocational calling, and through our teaching we give pupils the opportunity to explore the subject we teach, and the pastoral care we offer.

The Diocese of Southwark

CROYDON COUNCIL
www.croydon.gov.uk

TEN THINGS ABOUT TENISON'S

The Diocese of Southwark

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SCHOOL AND STUDENT DATA

Ethnicity	Student Total
Any Other Asian Background	17
Any Other Black Background	35
Any Other Mixed Background	43
Any Other White Background	60
Black – African	285
Black Caribbean	121
Indian	15
White – British	122
White and Asian	10
White and Black African	25
White and Black Caribbean	31
All other categories	77

Year Group	Student Total
7	130
8	149
9	148
10	146
11	150
12	66
13	47

	Student Total
EHCP	45
SEN support	162
FSM	327
LAC	10

Attendance	93.6%
Persistent Absence	17.7%

Key Stage 4	Actual results			Pupil progress		
	2024	2025	2026	2024	2025	2026
No. Pupils	120	119	144			
A8 / P8	4.6	4.5	4.6	-0.18	-0.05	-0.02
Attainment / Progress (English)	5.2	5.0	5.0	0.09	-0.02	0.05
Attainment / Progress (Maths)	4.3	4.3	4.4	-0.45	-0.24	-0.15
Attainment / Progress (Ebacc)	4.6	4.5	4.7	-0.05	0.07	0.25
Attainment / Progress (Open)	4.4	4.4	4.3	-0.32	-0.06	-0.24
% English & Maths (Grade 4+)	64%	66%	61%			
% English & Maths (Grade 5+)	41%	39%	38%			
% Ebacc (Grade 4+)	20%	27%	28%			
% Ebacc (Grade 5+)	10%	13%	14%			
% 5+ GCSEs (Grade 7+)	13%	12%	12%			
Average No. entries	8.1	8.1	8.2			
% Pupils 3 single sciences	21%	16%	17%			

Key Stage 5	Actual results			Pupil progress		
	2024	2025	2026	2024	2025	2026*
Number of Pupils / % Matched	37	33	43			
Average Points Score (A-level)	25.9	30.2	22.5	-0.7	0.3	
Average Grade (A-level)	C-	C	D+	-0.1	0	
%A*-A (A-level)	6%	14%	7%	-3%	0%	
%A*-B (A-level)	23%	46%	21%	-6%	6%	
%A*-C (A-level)	56%	63%	41%	0%	-3%	
%A*-E (A-level)	95%	94%	87%	4%	-1%	
Average Point Score (best 3 A levels)	25.8	29.9	21.9	-1	-1.3	
% A levels AAB or higher (2+ facilitating subjects)	0%	6%	0%	-2%	1%	
% 3 A Levels A*-A or higher	0%	0%	0%	-2%	-5%	
% 3 A Levels AAB or higher	0%	6%	0%	-4%	-4%	
*- 2026 pupil progress data not yet DFE ratified						

JOB DESCRIPTION

Job title: Headteacher **Salary:** Leadership Scale: L25-L31 (Outer London)
Responsible to: The Governing Body

JOB PURPOSE:

The Headteacher is the professional leader of our school, providing visionary leadership and responsible for our overall strategic direction and the quality of the teaching and learning. We are a school with a long and rich history and a unique Christian ethos which you will be taking forward into the next phase of our life.

As an inspiring and committed leader you will ensure that the school's aims are implemented through the totality of its life: worship, curriculum, pastoral support, leadership and management, financial control, relationships (both internal and external) and extra-curricular activities. You will be responsible for developing and sustaining the school's ethos and strategic direction together with the governing body and through consultation with the school community.

As Headteacher you will champion our vision for 'Academic excellence for each person in a Christian community' which prepares pupils for life, fosters a lifelong love of learning and which satisfies the aspirations of students and parents or carers. The role includes an absolute commitment to the highest standards of safeguarding, student and staff welfare and an ongoing desire to reach higher standards in all that we do.

The Headteacher will identify problems and barriers to the school's effectiveness and will develop strategies for school improvement that are realistic, timely and deliver a culture of academic excellence in a Christian context and an inclusive culture where every student thrives.

Your main responsibilities will include:

Shaping Tenison's For The Future - leading on defining the school vision and ethos, anticipating change and leading school improvement

Leadership and Management – shaping a high aspirational learning culture, providing inspirational leadership to staff and effectively managing resources

Teaching and Learning and Standards – developing and delivering a broad curriculum, raising academic standards and enabling high levels of achievement

Christian Ethos – upholding the school's vision to nurture it as a Christian learning community through the spiritual and educational development of our students and staff

Safeguarding and Wellbeing – Uphold the highest standards of safeguarding that ensure the safety and welfare of students and staff

Equality and Inclusion – ensuring equal access to all learning opportunities for all pupils and fair and consistent treatment of all students and staff

Tenison's and our Local Communities – lead initiatives to foster strong, supportive relationships with our local communities

Admissions and Progression –Administering our Admissions Policy and progression to Sixth Form

Professional Conduct – uphold the highest professional standards, acting with integrity

SHAPING TENISON'S FOR THE FUTURE

- To work in partnership with the Governing Body, staff and wider community to lead on articulating and implementing the school vision and ethos such that they are at the heart of everyday practice and life in the school
- To work collaboratively with the Governing Body to develop and implement a strategic plan which has our students and their learning journey at its heart and which will lead our school in the next stage of its development
- To anticipate and proactively respond to trends and developments in education and changes in the local demographics, social changes and funding and to brief Governors and staff accordingly
- To continue to build our relationships with feeder CofE primary schools, other primary schools, local churches and the local community to maintain our high application levels in the face of falling rolls and over-provision of school places in Croydon
- To build on and support our excellent safeguarding procedures and practice ensuring that safeguarding is at the centre of our decision making
- To always strive to improve outcomes for our disadvantaged students ensuring that their needs are not just met but are exceeded
- To seek new ways to provide support for the increasing mental health challenges that our students face – support from within our school structures and from external partnerships
- To continue to develop and enhance our Sixth Form offering to ensure that we retain more of our own students into Sixth Form as well as attracting external students
- To be ambitious for our school and its potential – and to be wholeheartedly committed to the future of our school, our students, our staff and our community always seeking to build on past successes and have high aspirations for the future

LEADERSHIP AND MANAGEMENT

- To promote, maintain and develop the Christian character and distinctiveness of the school – in word and in action
- To be responsible for ensuring that the leadership and life of the school fully reflects its vision and ethos
- To shape a learning culture which has high aspirations and in which students and staff feel valued, encouraged, understood, inspired and equipped to perform to the best they can
- To effectively use monitoring and evaluation data to formulate actions, as part of our school improvement plan, which make our vision for 'academic excellence for each person' into the lived experience for our students
- To be responsible for the production of the School Improvement Plan, plans in response to OFSTED and SIAMS and other school developments
- To create and implement clear and perceptive development plans and policies for the school which are evidence-based and support and develop the School Improvement Plan
- To be accountable for financial and resource management including management of the school budget and long term financial planning to ensure financial stability which supports the strategic plans for the school

- To inspire and lead an effective and committed Senior Leadership Team who are able to effectively share in the leadership of the school
- To attract, train, inspire and retain a highly motivated staff team with the skills and experience needed to enable our students to reach their full potential
- To pro-actively support and develop a strong and cohesive staff team ensuring that Archbishop Tenison's remains a school where staff want to work and where they can flourish and deliver of their best
- To be an encouraging and supportive leader for staff, giving regular feedback, development opportunities and performance management enabling them to be fully invested in the success of their students
- To work effectively and collaboratively with and be accountable to the Governing Body
- Take responsibility with the Governors for the planning, development and stewardship of the school's environment, buildings, plant and equipment
- To actively encourage parents and external organisations to donate financially in support of the school
- To ensure that the school complies with all relevant legal and statutory frameworks and policies including health and safety requirements
- Be a member of the school's Development Trust

TEACHING AND LEARNING AND STANDARDS

- To ensure that the school provides an engaging learning environment and a cohesive, rich and broad curriculum built on the needs of our students and which enables them to fulfil their full potential
- To ensure the highest standards of teaching and learning throughout the school and across the curriculum, encouraging staff to learn and share best practice with one another and through professional development opportunities
- To maintain a consistent focus on student achievement, monitoring and tracking outcomes and reporting on progress and attainment - including accurate and timely reporting to the governing body
- To maintain high aspirations for and expectations of the whole school community in an environment which is supportive of all students and staff
- To continually identify areas in which to improve the school's development by monitoring and evaluating the performance of the school through self-evaluation and through internal and external reviews
- To maintain and develop a culture within the school in which students are able to grow academically, spiritually and personally, developing the life skills that will equip them to go forward in life as leaders in their local community and church community
- Ensuring that we maintain the highest standards of SEND teaching, learning and aspiration for our SEND students
- To ensure effective planning, allocation, support and evaluation of staff work to make sure that they are motivated and empowered with clear delegation of tasks
- To ensure that the highest standards of behaviour and attendance are achieved

CHRISTIAN ETHOS

- To uphold and promote the school's vision and ethos ensuring that our Christian faith is reflected in all areas of our life and culture as a school and shapes our decisions and actions
- To be able to clearly articulate and set a vision around the calling and purpose of a church school and the distinctiveness of the school in accordance with the aspirations and intentions of the Foundation to promote Christian education for the students
- To be able to foster a culture of faith, prayer, worship and bible-based reflection which supports the spiritual life and growth of our students and staff
- To lead the prayer and worshipping life of the school - overseeing and leading meaningful and relevant acts of collective worship and school church services and ensuring that Christian teaching and understanding is reflected in all areas of the curriculum
- To lead with integrity, ensuring that our policies, practices, governance and behaviours reflect our Christian beliefs and hope
- To liaise our chaplains and to embrace close links with St Matthew's parish church and build links with other local churches (Anglican and other denominations) in order to ensure that our Christian faith continues to be at the heart of our life as a school

SAFEGUARDING AND WELLBEING

- To lead a culture of safeguarding which has an obvious commitment to reducing risks and is uncompromising in its objective of keeping young people safe and where low-level concerns (as well as high level concerns) can be freely reported as part of that culture
- To be committed to the safeguarding and welfare of students and staff, to have a thorough knowledge of all safeguarding and welfare policies and procedures and to ensure that safeguarding, mental health and wellbeing is at the heart of all of our policies and practices
- To be part of the Designated Safeguarding Lead team
- To ensure that appropriate training, mentoring and challenge of staff on safeguarding practice is in place and is of the highest standard
- To ensure that high quality guidance and student support systems are effectively implemented and in line with current legislation and enable all students to fulfil their potential
- To manage and develop the Pastoral structure to ensure that every student is known and appreciated
- Encourage cultural and sporting events which foster, develop and reward a variety of skills

EQUALITY AND INCLUSION

- To ensure that the school delivers on its duties under the Equality Act 2010 particularly regarding the provisions for schools with a religious character
- To foster and promote equality, diversity, inclusion and belonging in all areas of our school community (our pupils and our staff team) and to ensure a positive environment in which diversity is embraced
- To actively work through our school vision and ethos to ensure that each student reaches their full, God-given potential and leaves our school as a confident, well-rounded young adult - in particular with respect to our students with SEND and those with EAL

- To ensure that staff are trained and empowered to meet the individual and collective needs of all students including those with SEND and those with EAL
- To oversee the implementation of the schools SEND plan and SEND Code of Practice to ensure that students needs are fully met
- To ensure the fair and consistent treatment of all students and staff irrespective of race, religion, gender, sexual orientation, disability etc.
- To continuously assess and improve, wherever possible, the accessibility of the curriculum and premises to all students

TENISON'S AND OUR LOCAL COMMUNITIES

- To build on our reputation in the local community and local churches to make us the school of choice among the local maintained schools in Croydon and Sutton
- Lead initiatives to build and maintain strong and supportive relationships with local churches and other community organisations to bring students, parents, carers, staff and community members together in a happy, welcoming Christian school community
- Lead initiatives to build and maintain strong and supportive relationships with local business organisations that enrich the educational and material provision to our school community
- To actively engage with other local primary and secondary schools and organisations in order to enrich the offerings of our school and its value to our students and local community
- To effectively collaborate with multi-agency partners in the best interests of student welfare and safeguarding
- To liaise effectively with Southwark Diocesan Board of Education, with Department for Education and with Croydon Local Education teams

ADMISSIONS AND PROGRESSION

- Promote and market the school to primary schools, local churches and the community and the Sixth Form to potential students – both internal and external
- Establish and develop effective links with feeder primary schools and further education institutions and universities
- Administer the school's Admissions Policy, at Year Seven and Sixth Form, as agreed with the Governors. Overseeing and editing the schools prospectuses and other publications
- Take responsibility for information evenings for prospective Year 7 students and Sixth Form students
- Promote the progression of our Year 11 students into the school's Sixth Form as the norm for our students learning journey
- Hold Senior Presentation Evenings

PROFESSIONAL CONDUCT

- To consistently demonstrate high standards of integrity and of professional conduct, to meet the teacher's standard and to be responsible for providing the conditions in which our teachers can fulfil them.
- To uphold and demonstrate the Seven Principles of Conduct in Public Life (Nolan Principles) at all times

- To be familiar with the Headteacher's Standards and to consistently uphold them with regard to the school culture, teaching, curriculum and assessment, behaviour, additional and special educational needs, professional development, organisational management, school improvement, working in partnership, governance and accountability.

This job description is not exhaustive but sets out the main expectations in relation to the post holder's professional responsibilities and duties. It may be subject to modification at any time following consultation with the Headteacher. It should be read in conjunction with the range of duties set out in the Headteacher's Standards and the Teacher's Pay and Conditions.

PERSON SPECIFICATION

Outline of Key Abilities: Qualifications are evidenced from the application form. The Personal Statement should demonstrate the extent to which you meet each of the selection criteria. Candidates shortlisted for interview are required to demonstrate their ability to meet the criteria in this Person Specification during the selection process. This will be demonstrated in: **A**: Application Form, **I** – Interview/Selection Process, **T** – Written Test

Education and training	**Essential**	**Demonstrated At**
	Qualified teacher status	A
	Clear evidence of commitment to professional development in school leadership	A
	National Professional Qualification for Headship (NPQH) or equivalent – or working towards it	A
	Desirable	
	Strong academic credentials	A
Christian Leadership	**Essential**	
	Secure personal understanding of the calling and purpose of a church school	A, I, T
	Ability to articulate and lead the school's Christian educational vision in practice	A, I, T
	Committed to working out the significance of Christian faith, hope and love for the leadership and life of the wider school community	A
	Committed to the vision, ethos, values and Christian distinctiveness of this school as a church school and ability to develop this to new levels in this next phase of the school's life.	A, I, T
	Able to lead inspirational acts of Collective Worship that are relevant to our pupils and staff and in a way that encourages and nurtures the spiritual life of the school	A, I, T
	Able, along with the School Chaplain, to plan and lead church services and Eucharists for the school	A, I
	A person with a personal and active Christian faith	A, I
	Desirable	
	A member of a church community	A, I
	Practicing member of the Church of England	A, I
	Experience of leadership in a church school and of the SIAMS inspection framework and processes	A, I
Inspiring School Leadership	**Essential**	
	Proven experience of successful senior leadership in a secondary school for 11-18 year olds including experience of nurturing and developing a successful sixth form	A,I
	Strong experience of leading and managing people and developing their abilities and potential; is well practiced at resolving issues with imagination, practical insight and skill	A, I
	A strong track record of setting and achieving high standards of staff and pupil performance and attendance levels	A,I
	Proven experience of development of whole school strategic thinking and leadership of imaginative improvements to the curriculum, teaching and learning and other areas of school life	A, I, T

	A coherent understanding of the purpose of the curriculum, of how a school best provides in a blended way for its pupils, including those with SEND, pupils with EAL and those are disadvantaged	A, I, T
	Known as someone who leads by example, builds strong relationships with colleagues, motivates people and takes responsibility, when necessary	A, I
	Demonstrable experience of building a strong school culture based on shared Christian values	A, I, T
	Understands the importance of staff and pupil welfare in its fullest sense and a commitment to the wellbeing of all in the school community including pupils, staff, families and themselves.	A, I
	Proven experience in safer recruitment processes along with a record of successfully hiring, nurturing and empowering a strong staff team.	A, I
	Proven experience of effective support to and strong relationships with parents/carers and the local community alongside an ability to navigate difficult conversations so that parents/carers are fully involved in their young people's education and in the life of the school community.	A, I,T
	A proven ability to build strong collaborative relationships with local churches, the Local Authority, local businesses and community organisations	A, I
	A perceptive awareness of educational developments and the school's needs	A, I, T
	Experience of managing disciplinary and complaints procedures	A, I, T
	Proven commitment to positive discipline and behaviour management	A, I, T
	Demonstrable experience of financial and resource management, matching budgetary constraints with the vision of the school and the educational and safeguarding needs of the students.	A, I, T
	Detailed knowledge of Ofsted and SIAMS inspection frameworks and processes	A, I,T
	Ability to work effectively with the Governing Body, as required, including active preparation for OFSTED and SIAMS inspections, for example	A, I
	Strong decision-making skills, including a track record of making difficult decisions when necessary	A, I, T
	Desirable	
	Experience in a multi-cultural setting	A, I
	Evidence of being able to adapt and adjust to continually changing environments	A, I
	Range of leadership responsibilities covering academic and pastoral areas	A, I
Outstanding Educator	**Essential**	
	An outstanding classroom teacher with a proven track record showing a deep understanding of and love for teaching and learning	A,I, T
	Excellent teaching of subject to A-level	A, I
	Understands and models high quality teaching, blended and independent learning.	A, I
	Able to develop and encourage others to create a rich and stimulating teaching and learning environment which results in academic excellence	A, I
	A reflective practitioner, seeing "next step" solutions and not problems	A, I
	A thorough knowledge of how to build a broad, creative and relevant curriculum which inspires young people from Year 7 onwards and builds a strong basis for academic excellence. Also including activities and experiences that support their learning, enhances their wider development and teaches skills for life.	A, I, T

	A track record of delivering high standards of teaching, learning and attainment	A, I
	A track record of raising achievement and of accelerating progress in all young people; a high aspiration for all pupils and a firm belief that all young people can and do achieve the highest standard	A, I, T
	Inspires the confidence of staff, governors and parents in leading CPD and implementing change; is sufficiently well informed of educational developments to respond to them carefully	A, I
	Demonstrable commitment to inclusion and equality, along with a commitment to understanding the needs of each student including those with SEND and those with EAL	A, I, T
	A commitment and ability to ensure the effective delivery of RE as a core subject and to lead on spiritual development across all areas of the curriculum	A, I, T
	A commitment to high standards of conduct and a strong understanding of pastoral care and behavioural management which have forgiveness, truthfulness, generosity and respect at their heart	A, I, T
	Desirable	
School Improve-ment	**Essential**	
	Track record of effective, evidence based monitoring and evaluation of teaching and learning in order to improve quality and raise pupil achievement, including high achievers, children with SEND and those with EAL	**A, I, T**
	Has had oversight of part of the curriculum and been actively involved in leadership of school self-review	**A, I**
	Evidence of delivering school improvement through self-evaluation and external review with quantifiable results and evidence of impact in achieving the highest OFSTED and SIAMS ratings	A, I, T
	A clear understanding of the role and responsibilities of the Governing Body and ability to work positively with them and the Diocesan Advisor for school improvement and to implement our vision for the school	A, I
	Evidence of an ability to develop strong links with the local community and organisations in the interest of school improvement and to prepare pupils, educationally, socially and spiritually, for life beyond school	A, I
	Desirable	
Knowledge and skills	**Essential**	
	Strong financial understanding of school's budgets and management of key finance functions and an ability to analyse financial and resourcing data	**A, I, T**
	Personal and professional ability to lead committed staff of a high calibre	A, I
	Confident leadership of pupils in a school with strong traditions & high expectations	A, I
	Ability to articulate a vision to inspire others	A, I
	Strong written and verbal communication skills and an ability to negotiate well with all school stakeholders	A, I, T
	Can successfully manage and resolve conflict between individuals	A, I
	Values intellectual rigour, practical skills and human understanding in a Christian community	A, I

	Has a high level of resilience and determination and capacity for hard work	A, I
	High level analytical skills include the capacity to identify, think about and solve problems effectively with imagination and insight and confident use of baseline and progress data	A, I
	Ability to plan, prioritise and manage a varied workload	A, I
	Desirable	
	A good understanding of IT and its value in supporting and enhancing effective teaching and school management	A, I
Safeguarding	**Essential**	
	A deep and up to date knowledge of the statutory guidance in 'Keeping Children Safe in Education' (KCSIE) and other relevant safeguarding legislation together with a clear commitment to implement current best practice through all areas of the school for safeguarding of pupils and child protection	A, I, T
	Level 3 Safeguarding Training and experience of being a Designated Safeguarding Lead or DSL Team member	A, I
	Ability to lead by example and create a strong safeguarding culture where all concerns are taken seriously and responded to promptly	A, I, T
	Experience in managing and overseeing complex safeguarding cases and a clear understanding of the multi-agency working environment	A, I, T
	The ability to train, mentor and challenge staff to ensure that their safeguarding practice is of the highest standard	A, I
	Desirable	
	Additional Child Protection knowledge and training beyond mandatory level	A, I
Personal attributes	**Essential**	
	Demonstrable commitment to equal opportunities	A, I
	Recognizes the importance of personal responsibility for health and safety	A, I
	Leads with integrity, energy, creativity, generosity of spirit, compassion, empathy & honesty with a positive encouraging attitude & commitment to self-development	A, I
	Ability to engage and motivate young people	A, I
	A supportive and encouraging leader – helping to empower staff	A, I, T
	The confidence, flexibility and skills needed to work under pressure – taking a pro-active, practical and "can-do" approach to tackle issues as they arise	A, I, T
	Ability to manage own workload, to delegate and work collaboratively and the humility to know when to ask for help	A, I, T
	Commitment to understanding the local community in Croydon and its particular challenges, needs and opportunities.	A, I
	Able to maintain confidentiality	A, I
	Desirable	
	Readiness to engage whole-heartedly in the extracurricular and wider school life	A,I

HOW TO APPLY

If you think that you have the skills, experience, passion and vision that we need the please do apply.

Complete the official application form which can be obtained by emailing our HR Manager at **apply@archten.croydon.sch.uk**

Please note that CVs will not be accepted. Supporting personal statements should not exceed 3 pages.

Submit applications and personal statements by midnight Sunday 15th November 2026 to **apply@archten.croydon.sch.uk**

Shortlisting will take place on **Monday 16th November** and shortlisted candidates will be called for interview on **Thursday 19th November and Friday 20th November 2026**.

School visits are strongly encouraged but will form no part of the assessment process. To arrange this for either **the morning of Thursday 5th November or afternoon of Tuesday 10th November 2026** please contact Monica McDonagh our HR Manager via email at **apply@archten.croydon.sch.uk**

Safeguarding Statement

Archbishop Tenison's Church of England High School

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As a Church of England school, safeguarding is central to our Christian vision and ethos and underpins all aspects of school life.

The Headteacher will have strategic and operational responsibility for safeguarding and child protection, providing strong and visible leadership to ensure a robust safeguarding culture in which pupils feel safe, valued and listened to. The successful candidate will be expected to work closely with governors/trustees and external agencies and to ensure safeguarding policies and procedures are effectively implemented, monitored and reviewed.

The role includes regulated activity and significant responsibility for the care, supervision and welfare of children. Appointment will be subject to safer recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check, prohibition from teaching checks, a Section 128 direction check, satisfactory references, identity verification and right to work checks.

The school is committed to equality, diversity and inclusion and welcomes applications from all sections of the community.