



Woking High School
Inspire, Challenge, Achieve



Headteacher Recruitment Pack

Required: September 2019

Closing Date: 22 March 2019

Interview Dates: 25/26/29 April 2019

Salary Range: Competitive within the Group 7 School Range

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Letter from Chair of Governors



Dear Applicant,

Thank you for showing interest in the post of Headteacher at Woking High School. We are looking for a dynamic and inspirational leader to build on the considerable successes of the school over recent years. We are proud of our staff, our students and all they have achieved as well as the culture and ethos that make our school very special.

This post arises due to the retirement of the current Headteacher after 13 years of exceptional service. The Governing Body seeks a new Headteacher to lead the school through its next phase, building on and developing the progress made in all aspects of school life under the current leadership. The successful candidate will be joining an excellent school: a happy and welcoming community that is keen to develop even further the quality of provision, and to continue to deliver improved outcomes. The Governing Body – in consultation with the Senior Leadership Team – has set out what it expects the school to achieve by 2022 in its strategic plan. The new Headteacher will have the opportunity to introduce best practice from other organisations and industries to implement the plan.

We are an inclusive, consistently oversubscribed, comprehensive school serving the town of Woking. We welcome students of all abilities. In the spirit of our motto of “Inspire, Challenge, Achieve” we aim to support all students whatever their needs. We promote high quality learning and teaching and we attract talented, committed and conscientious teachers and support staff. The school actively promotes staff wellbeing and professional development. We have forged a strong relationship with local schools in the Arête Partnership based on shared educational standards, staff development and enterprise. Woking High School has a confident and inspirational strategic leadership (Governors and Senior Leadership Team) which, coupled with knowledge of national and local educational developments, has enabled the school to command a respected position in the county and nationally.

Our curriculum offer is broad and balanced throughout the school and supports the needs of students. The Governors are proud of the school’s high academic standards and very distinctive supportive and caring ethos. We wish to build on this and are therefore looking for a Headteacher who will bring new ideas and initiatives to improve the school further in all its activities. The successful candidate, supported by an exceptional Senior Leadership Team will need to provide outstanding leadership to steer the school with integrity through the changing and challenging environment of financial and social pressures.

I am confident that high-calibre professionals will see the potential in this opportunity. I warmly invite you to make an appointment for a pre-application visit to the school on one of the dates indicated on page 16 of the Recruitment Pack. I hope that, after reading the information about the school and this position, you will be inspired to find out more. I look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, which appears to read 'Zamir Tehal'.

Zamir Tehal
Chair of Governors

“We are proud of our staff, our students and all they have achieved as well as the culture and ethos that make our school very special.”

Letter from Retiring Headteacher



Dear Colleague,

I am delighted to have this opportunity to write to you as you consider applying for the position of Headteacher of Woking High School.

I have been privileged to be the Headteacher of Woking High School since 2006 and I could not have wished for a more rewarding and fulfilling professional role.

Over the last 13 years the educational landscape has changed rapidly, however, the ethos and unique “spirit” of Woking High School has remained constant. As a school, we are committed to excellence in all aspects of our work and place our students at the heart of everything we do. Our central purpose is to provide the highest quality holistic educational experience for each and every one of our students. We have a much valued reputation for academic excellence, underpinned by the provision of individual pastoral care and the provision of unparalleled curricular and extra-curricular opportunities, which inspire our students to become the best they can be.

The next Headteacher can look forward to:

- working with an exceptional senior leadership who will give unstinting support;
- leading a highly qualified, skilled and committed staff team who go way beyond “the extra mile” and who are proud to teach at Woking High School;
- working in partnership with a talented Governing Body to plan strategically for school improvement whilst allowing you operational autonomy;
- most importantly, you will have the pleasure of working with our magnificent student body – they are the best ambassadors and advocates for the school.

I am inordinately proud to have been given the opportunity to lead Woking High School over the past 13 years and I wish you every success with your application.

With very best wishes.

Yours sincerely,

Jane Abbott

“I am inordinately proud to have been given the opportunity to lead Woking High School over the past 13 years and I wish you every success with your application.”

Letter from Head Girl/Boy Team



Dear Applicants,

We are the current Head Girl and Boy Team at Woking High School and are writing to share with you our experiences as members of the student body, and how we hope you will be able to help our strong community continue to thrive.

As this is sadly our last year, we feel it is extremely important that the core values, which encompass what being a part of Woking High School is all about, are continued under the leadership of the next Headteacher. We feel it is crucial for the Headteacher to build a real presence within the school and aim to get to know the students on as much as an individual basis as possible.

The key character traits which both students and staff strive to manifest (respect, resilience, integrity, courtesy, responsibility and enthusiasm), build the caring and inclusive ethos found here at Woking High School. Notably, the current Senior Leadership Team have been extremely successful at ensuring high standards of behaviour are maintained throughout every aspect of school-life and we would like to see this continue to develop in the hands of new leadership.

One of the things we pride ourselves on is the importance of the student voice. Our School Council allows students to express their views and feel empowered by making a difference; it actively works to make the school a better place. We also have a peer-mentoring scheme which many of us were involved in. Mentors are Year 10 students who spend time with younger, Year 7 students, acting as a source of guidance and a friendly face they can feel comfortable talking to. We hope this emphasis on the student voice, and students supporting students, continues growing in the future.

At Woking High School, students are able to flourish both in and out of the classroom. Examples of academic excellence are displayed here every day and students are challenged in an environment which is inclusive and encouraging. This would not be possible without the dedicated and caring staff, whose passion for their subjects inspires their students.

In our interviews for Head Girl and Head Boy, one question we were all asked was “what do you believe is the best thing about Woking High School?”. The stand out answer has to be the huge array of opportunities available. To name just a few: the school Windband, language exchanges, football tour, Bronze and Silver DofE, public speaking competitions, and the exciting school productions. Our understanding of success goes beyond the excellent examination results we strive to achieve at the end of five years and it is why students leave this school, undoubtedly, as more confident and well-rounded individuals than when they arrived.

This is a fantastic school and we have no doubt that whoever is chosen to fulfil the role of Headteacher should consider themselves very lucky. There will always be challenges at any school however it is how they are dealt with and responded to which reveal the school’s true nature. This role requires someone who is ambitious and visionary, passionate and level-headed, and an exceptional leader – working to unite the school community.

We wish all hopeful applicants the best of luck.

Yours faithfully,

The Woking High School Head Girl and Boy Team

About Woking High School



We are proud to be a highly successful and popular 11-16 academy serving the needs of our community. Woking High School provides each and every student with the opportunity to flourish and succeed in an inspiring, academically challenging and nurturing environment. We offer an exceptional, holistic education enabling all our students to achieve the very highest standards in all aspects of school life. Our strong core principles enable our students to achieve even more than they thought possible.

We place our students at the heart of everything we do. Through the provision of a stimulating curriculum, the highest quality teaching, learning and assessment and the wealth of opportunities beyond the classroom, we encourage all our students to give of their very best and fulfil their true potential. We believe that

everyone has something special to contribute and we take every opportunity to praise, celebrate and reward the many and varied achievements of our students, with our parents and carers; a partnership we are proud of and work very hard to maintain.

Woking High School is privileged to have an exceptional team of dedicated and professional staff, who are totally committed to our students' achievement, attainment and progress. We promote high standards and have the highest expectations of work and behaviour. We are committed to providing the best possible support and guidance for each student's needs. The caring and inclusive ethos that Woking High School fosters builds confidence, positive self-esteem that creates a happy and harmonious community.

Learning Experience

At Woking High School all our students are inspired by an ambitious, academic learning experience that is innovative, supported by the latest technology and personalised for their individual needs. As a result, every student has the opportunity to excel in a well-structured and supportive learning environment.

A broad and relevant curriculum, centred on the core subjects of English, Maths and Science, is at the heart of our provision. It is carefully planned and reviewed regularly to meet changing national expectations, allowing all students access to a full range

of subjects, skills and opportunities and is very well matched to the students' interests and abilities.

We track and monitor student progress closely so that their achievements are recognized and celebrated and provide a platform for their future success. Students are actively encouraged to take responsibility and ownership for their own learning so that they are fully prepared for transition from secondary school to institutions of higher and further education. We have excellent links with post-16 providers and they frequently praise the qualities of our students as they prepare to take their place in the wider world.

Student Learning in Action

We want our students to be motivated and empowered by their learning. We provide students with a learning environment that is interactive and which captures the imagination of all; where students thrive and where their thinking skills are developed and nurtured in lessons that are vibrant and enjoyable.

We recognize that all students thrive in an environment where their gifts, talents, efforts and achievements are acknowledged and rewarded. The many successes of our students are celebrated within the classroom, in assemblies, through the award of School Colours, through extra-curricular and enrichment activities, at our annual Year 11 and Young Achievers' presentations, and within the wider community.

Support and Nurture

We believe that students learn best when they are in a safe, secure and happy environment. We take immense pride in our outstanding pastoral system which provides reassurance, continuity and allows a strong, supportive relationship to develop between our staff, parents and students.

We build on the excellent links we have with our primary school partners and ensure that our Year 7 students' transition to secondary school is as seamless as possible, thus fostering and extending our cohesive community.

We are confident that students at Woking High School will blossom and flourish as individuals and develop self-confidence and self-esteem, independence and mutual respect. Throughout their time at the school, our well established Citizenship and PSHE programmes ensure that students' needs are met at each stage of their development and that they are fully prepared to take their place as positive, active, global citizens in our ever changing world, confident of a successful and rewarding future.

We have an explicit Code of Conduct developed through staff, students and parents working together. As a result, the school is a friendly, well organized environment that provides excellent opportunities for our students and helps them to learn and enrich their lives as part of the Woking High School 'family'.

Enriching Learning

We are ambitious for all our young people and want them to succeed in every aspect of school life. We provide an outstanding range of enrichment activities and our acclaimed and innovative curriculum cycle is particularly effective in developing the skills needed for adult life.

The school provides an outstanding sports programme throughout the year, offering a wide choice of sporting activities. Students perform at exceptional standards in district, regional and national competitions and the school is renowned for its sporting excellence. Local, national and international visits allow all our students to extend their learning outside the school environment. They are encouraged to participate in a range of visits including residential, outward bound activities, teambuilding courses to

develop friendships and create confidence, exchange visits to European countries and visits to art galleries, museums and sites of historical interest. The Duke of Edinburgh Award scheme is well-established at Woking High School and many students gain Bronze and Silver awards during their time at the school.

Well developed work placement and careers education programmes enhance the learning experience and broaden students' horizons. We also welcome theatre groups, authors, artists in residence and arrange master classes and visits to universities to further inspire our students.

Woking High School encourages all students to take part and perform. The school has an outstanding reputation for its musical performances. We are justly proud of the school Windband and Choir which have attained international acclaim through their annual music tours. Additionally, our Public Speaking teams have a long tradition of success locally and regionally, and on the national stage.

Student Leadership

Student inclusion, involvement and leadership are central to the success of students at Woking High School. Our students are keen to contribute to the life of the school and its wider community

There are many opportunities provided for our students to take leadership roles in the school, which they undertake supremely well. Participation in all aspects of Student Voice is encouraged in all years. Students have the opportunity to be involved as School and Subject Council members, as Sports Coaches, Learning Partners, Good Citizens and in the Head Girl/Boy team. The senior students have a well-developed sense of responsibility for the well-being of the younger members of the school which is epitomized by our excellent Peer Mentoring programme.

Our students work closely with the local community. They have a real desire to participate in exciting community developments and undertake a wide range of local, national and international charity work. As a school which has held International School status for more than a decade, our students have the opportunity to visit, experience the culture, complete work experience and volunteer their services in such countries as France, Spain, Italy, China, Japan and Zambia.

We greatly value the close involvement and support of parents in enabling all our students to achieve and be their very best. We build on the positive dialogue we establish with parents during the transition process and forge links with parents in a variety of ways, including our weekly news review, termly newsletters, parent discussion forums, and parents' consultation evenings. Frequent, open and honest communication is the key to our successful partnership with parents and in supporting all our students to attain their full potential.

2022 Vision



Our 2022 Vision reflects our commitment to the highest standards and our ambition to continue the provision of an excellent holistic education for every student. It sets out the strategic direction for our academy in the coming years and explains how we will develop and invest in Woking High School.

Our achievements to date have been made against a backdrop of a rapidly changing educational landscape and more rigorous accountability. We are determined to ensure that Woking High School remains an exceptionally successful school and in a position which can be sustained in an increasingly competitive educational climate. We are confident that we are able to provide both current and future students with the best possible educational experience.

Our Values

A unique ‘spirit’ exists at Woking High School. It is characterized by the collective commitment and dedication of all our staff to create a successful, holistic educational experience for every one of our students.

The essence of this ‘spirit’ is captured in our values and shapes our identity as a school

Achievement

The highest standards are promoted in work and behaviour. Every opportunity is taken to praise, celebrate, reward and take pride in the many and varied achievements of our students and staff who, in turn, can take personal pride in knowing that they have become the best they can be.

“We are determined to ensure that Woking High School remains an exceptionally successful school and in a position which can be sustained in an increasingly competitive educational climate.”

Inclusion

Students and staff are known and valued as individuals and a sense of belonging is fostered. Our school 'family' reflects and actively celebrates the richness and diversity of our local community.

Care

A secure, safe and nurturing environment enables each student to develop confidence and character, self-esteem, responsibility and lead a happy school life.

Honesty

An ethos of openness and transparency characterizes all relationships within the school community. There is a genuine willingness from staff and students to listen to others and respond in all circumstances.

Respect Mutual respect and understanding are encouraged so that all students and staff make a valued contribution to our harmonious school and the wider community.

Confidence A flexible approach to the changing educational climate, rooted in realism and responsive to change, allows the school to be proactive, forward thinking and ambitious.

These values permeate all that we do, guide our decision making and provide the framework for further success. They also help support the character attributes of enthusiasm, integrity, respect, responsibility, resilience and courtesy, that we encourage and develop in our students.

Our Success

Woking High School will continue to build on and develop the ethos, values, characteristics and qualities which have underpinned our current success.

Our future success will be reflected in:

- Students' exceptional performance at GCSE.
- Students' engagement with the high quality learning and high quality teaching experiences they receive.
- Students' pride in belonging and making a positive contribution to this harmonious, inclusive community where they work as hard for each other as they do for themselves.
- Students' resilience as learners, creative thinkers and reflective practitioners. They will possess highly developed transferable skills and aptitudes so that they are able to flourish in society and make a positive difference in the 21st century world.
- Students' fully developed self-confidence, self-belief and self-esteem will ensure that they are ready to take their place in modern Britain.

- Students' exceptional aspirations will give them access to the full range of the highest performing post 16 and post 18 destinations with 100% of students remaining in education, employment or training. They will be flexible and embrace the changing nature of work.
- Students' leadership and service will be proactive and responsible. They will give back to the community and society and will make a positive impact on the world.

By 2022:

- Woking High School will continue to be recognized as a high performing academy and one of the top performing schools in Surrey.
- Government performance tables and other accountability measures continue to place Woking High School in at least the top quintile and the school will be acknowledged for the significant progress and attainment of its students.
- Woking High School will be graded Outstanding by Ofsted for its educational provision.
- The Woking High School estate and its finances will be prudently managed and carefully developed to support highest quality teaching and learning.

Our Commitment

- Safeguarding will be the 'golden thread' running through all aspects of school life.
- Exceptional teaching across the school, which takes account of the impact of the latest technology, will engage, motivate and inspire students to make the best possible progress and thus create the next generation of young leaders.

Teaching, learning and assessment will be driven by the best of pedagogic research and evidence based practice. It will be sharply focussed on stimulating and vibrant learning practices.

- Our HR strategy will enable teachers to be empowered in their profession through the provision of high quality CPD opportunities. A full complement of high performing staff will be well remunerated, recognised for their hard work, and will feel valued and trusted. A staff talent management strategy will be an integral part of our forward thinking and innovative recruitment initiatives will attract the very best personnel.
- Rigorous curriculum planning will be the vehicle for academic progress and a thorough preparation for life. Carefully structured, flexible pathways will enable students of all abilities and backgrounds to attain examination success and ensure there are no barriers to achievement. A regular pattern of curriculum review will respond to changing national expectations and provide an expansive and rich curriculum offer.

- Students will be provided with unparalleled opportunities to take part and enjoy a wide range of academic, cultural, artistic and social activities. These will provide them with memorable experiences and enable them to embrace full and active lives in the future.
- Outstanding pastoral care will meet the needs of all individual students and underpin their academic achievement and whole school experience.
- An explicit emphasis on well-being will foster positive emotional and mental health. Inclusion, diversity and welfare will be the watchwords for our students. They will feel valued, included, reassured and will possess a balanced perspective that means they are thoroughly prepared to face the challenges of the 21st century.
- A leadership team, which leads by example, will continue to foster the ethos and values which guide practices at Woking High School. In knowing the school, being trusted and being flexible, they will continue to adapt and respond to change with confidence and be exemplary guardians of our school.
- An emphasis on working in real partnership with parents and carers will enhance the academic achievement and well being of our students.
- A developed Partnership strategy will ensure that opportunities will be taken to move closer to our existing partners and form new partnerships to plan for the future successful development of the school. This will benefit both students and staff by sharing learning from our own school and gaining from excellent practice in other institutions.
- Financial stability will be the bedrock of the school and successful bids will be made to gain additional funding to invest in our 'Buildings for Learning' programme.
- Our premises strategy, 'Buildings for Learning', has ambitious plans for new builds. We will strive to improve and upgrade our facilities through refurbishment and renovation and will ensure continual care of our physical resources. A 21st century "green" approach regarding our carbon footprint, energy use and recycling, will determine our planning.
- Woking High School will possess a local and county-wide reputation for excellence which attracts committed and motivated students, staff, parents and partner institutions who actively want to be linked with us.
- Woking High School will be externally recognized by retaining existing gold standard kitemarks and will seek to gain further recognition through other high value quality marks.

The Governors and Leadership team will exercise exceptional guardianship of the school to ensure excellent educational provision for current and future students.



Staff at Woking High School



Our school is privileged to have an exceptional team of dedicated and professional staff. We remain fully staffed with high quality subject specialists. They are totally committed, hardworking and innovative, going way beyond the extra mile to help our students be the best they can be. The school enjoys a strong level of staff retention and all staff – teaching or associate – work exceptionally well as a team sharing the ‘family’ spirit which characterizes Woking High School.

Parents are highly supportive of the school. They are keen to praise and thank staff and appreciate what is done for their children. They work to support the Friends of Woking High School raise additional funds for the school and several staff are also parents at the school.

As a school, we expect the highest standards in teaching, learning and assessment. We encourage staff to participate fully in the many curricular and extra-curricular opportunities available.

On joining Woking High School we ensure all staff have every opportunity to develop their skills and enjoy their chosen profession. We are ambitious to improve even further and we welcome people who want to join us and to continue on our successful journey.

Woking High School achieved the highest accolade by Investors in People (IiP), the IiP Gold Standard, an award given to only 7% of organisations that have an IiP accreditation.

The IiP Gold Report stated, When an organisation achieves the Investors in People Gold Award, this means that there is a great deal of good practice in place in relation to the leadership, management and development of people. Some examples of such good practice are outlined below:

- The strategic planning process, and policy reviews, are carried out in a consultative manner, engaging all types of employee and other relevant stake-holders such as governors, parents and students.
- The identification of learning and development needs, and the planning of actions to address those needs, are effective. In particular:
 - This process is also based on engagement and involvement of the individual concerned.
 - Engaging and involving people in this way ensures that individuals understand the purpose of the planned learning and development actions.
 - It has provided a sound foundation for the development of a culture of continuous learning.
 - The planning process includes not only what is to be learned, but also how it will be learned, in line with the particular needs and preferred learning styles of the individual concerned.

- The quality of observation and feedback was specifically highlighted by staff as exemplary, particularly compared with peoples' experiences in other schools.
- There is a very positive approach to the sharing of knowledge, skills and information across the school.

In addition, Woking High School was awarded The CPD Mark. The Mark was awarded in recognition of excellence in Continued Professional Development, demonstrating our commitment to creating a culture for successful and sustainable CPD for all staff.

“Throughout the assessment, the leadership of the school demonstrated that the creation of a robust and sustainable CPD programme, open to all, was a keystone in their vision of the school being a centre of learning for all stakeholders, not restricted to a single group... The CPD policy and practice within the school is comprehensive and extensive, with the availability of in-house and external training being strategically managed. This has resulted in the CPD programmes within the school being holistic, robust, well documented and universal, with the programmes offered being the principal platforms for providing staff with the knowledge, skills and content to support their own, subject and school development.”

THE CPD MARK REPORT



Job Description

The Headteacher has overall responsibility for providing leadership for the school in order to secure its success and continuous improvement by ensuring high quality education for all students and improve standards of teaching and learning in line with statutory requirements.

This job description reflects the National Standards of Excellence for Headteachers 2015 which are set out in four domains:

- Qualities and Knowledge
- Students and Staff
- Systems and Process
- The Self-Improving School System.

Within each domain there are six key characteristics expected of Headteachers:

Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.

Students and staff

1. Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Systems and process

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for students, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Safeguarding

The post holder will be responsible for the safeguarding of all students and staff and work with the school's Lead DSL to ensure the health, safety, wellbeing and care of all students.

The Accounting Officer

The post holder will be the Accounting Officer of the Woking High School Academy Trust and therefore responsible for its financial position.



Person Specification

Criteria	Essential	Desirable	Sources of evidence*
Education, qualifications and professional development			
Honours degree	✓		A/C
Qualified Teacher Status	✓		A/C
Evidence of continuous professional development	✓		A/C
Masters Degree or equivalent qualification		✓	A/C
Evidence of post-graduate study or research		✓	A/C
Ofsted training		✓	A/C
NPQH		✓	A/C
Experience of success in:			
Being an outstanding and inspirational classroom practitioner with a proven track record of excellent results	✓		A/L/R/P
Outstanding leadership in a secondary school	✓		A/L/R/P
An excellent senior leader as Deputy Headteacher, Head of School or Headteacher	✓		A/L/R/P
Delivering a vision through strategy and action	✓		A/L/R/P
Creating and developing policy	✓		A/L/R/P
Promoting outstanding teaching and learning and the highest levels of achievement	✓		A/L/R/P
Monitoring and evaluating teaching and learning to ensure that standards are consistently high	✓		A/L/R/P
Leading and developing the curriculum	✓		A/L/R/P
Project management to plan and implement change	✓		A/L/R/P
The effective management of people and resources, including budgetary responsibility	✓		A/L/R/P
Motivating, integrating and directing the school community	✓		A/L/R/P
Pastoral leadership		✓	A/L/R/P
Developing and maintaining strong relationships with the governing body, students, parents/carers and stakeholders	✓		A/L/R/P
A leadership role in more than one secondary school		✓	A/L/R/P
Encouraging and developing links with the wider community		✓	A/L/R/P
Professional skills and knowledge:			
Knowledge of the key legal issues relating to the leadership and management of a school	✓		L/R/P
Knowledge of county and national trends that could impact upon the school	✓		L/R/P
Knowledge of models of teaching, learning and assessment	✓		L/R/P
Understanding of attendance and behaviour management	✓		L/R/P
Financial awareness and the ability to understand, plan and manage the budget	✓		L/R/P
Ability to analyse and interpret complex information and explain key elements in simple terms	✓		L/R/P

Ability to lead and communicate a shared vision for the school	✓		L/R/P
Ability to think strategically and to plan and implement change as necessary	✓		L/R/P
Ability to inspire, challenge and motivate others	✓		L/R/P
Ability to recognise and deal effectively with poor performance	✓		L/R/P
Ability to model the values and vision of the school and lead by example	✓		L/R/P
Excellent communication skills	✓		L/R/P
A commitment to the promotion of the school's ethos with reference to inclusion and diversity	✓		L/R/P
Ability to build effective working relationships and networks both within and outside school	✓		L/R/P
Ability to demonstrate political insight and anticipate trends	✓		L/R/P
Ability to promote and market the school		✓	L/R/P
Understanding and commitment to the Nolan Principles	✓		L/R/P
Personal qualities and attributes			
Highest levels of integrity	✓		R/P
Energetic, enthusiastic and self- motivated	✓		R/P
Emotionally intelligent, compassionate and student centred	✓		R/P
Resilient and decisive with sound judgement	✓		R/P
Reflective, supportive and pragmatic	✓		R/P
Inspiring, confident and committed	✓		R/P
Team player	✓		R/P

* Sources of evidence:

L = Letter, C = Certification, A = Application Form, R = References, P = Interview Process

Application Process

How to Apply

- i. Read carefully all the information about this post via this pack and our website
- ii. If you have any questions, please do not hesitate to telephone or email Mrs Ali Search, Human Resources Manager, on 01483 888447 or asearch@wokinghigh.surrey.sch.uk
- iii. Tours of the school and an opportunity to speak to the Headteacher and members of SLT can be booked via Mrs Ali Search, HR Manager asearch@wokinghigh.surrey.sch.uk on the morning of:
 - Tuesday 12th March
 - Wednesday 13th March
 - Tuesday 19th March
 - Wednesday 20th March
- iiii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. In the Statement of Application section of the application form please tell us:
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for the role.

Send your completed application form by email (if downloaded from our website) or through the post to:

Mrs Ali Search
Human Resources Manager
Woking High School
Morton Road
Horsell
Surrey
GU21 4TJ

asearch@wokinghigh.surrey.sch.uk

Please send your application by midday, 22nd March 2019

- v. Shortlisting will be week commencing 25th March
- vi. Following a thorough safeguarding process, successful candidates will be invited to interview on 25th/26th/29th April 2019

