

# MALBANK HEAD TEACHER CANDIDATE PACK



**Malbank School  
& Sixth Form College**

Malbank School and Sixth Form College

Welsh Row • Nantwich • Cheshire • CW5 5HD

[www.malbank.com](http://www.malbank.com)

Dear Applicant

Thank you for your interest in applying for the post of Headteacher at Malbank School and Sixth Form College. Malbank School prides itself on being at the heart of the community in Nantwich and is part of a thriving community.

This headship provides a unique, exciting and challenging opportunity to make a significant difference to the lives of students, to colleagues and to the community served by the school. Although the school is proud of its over 450 year history, Malbank is a dynamic and forward-looking school which is innovative in its approach to teaching and learning. The newly appointed Headteacher will be well supported by colleagues in the school, governors and by those in the Chimney House Teaching Alliance, through which we work closely with our primary school partners and other local secondary schools.

All at Malbank School and Sixth Form College are committed to serving our local community. We value our students' achievements, both academically and personally. We recognise that every individual has particular needs, interests and talents and we believe that everyone has a worthwhile contribution to make. We celebrate the diversity of our students, parents and colleagues, believing that everyone brings a unique and exciting perspective to our work.

Malbank is a happy and very high achieving school, described by Ofsted as creative, innovative, caring and effective, valued by parents and praised by students. We aim to give all our students the skills, knowledge and values to enable them to lead happy and successful lives. In short, we are proud to put our students at the heart of everything that we do.

The successful candidate for this post will have a proven track record of raising standards and a clear vision for leading and sustaining school improvement. We hope you are excited by the prospect of this role, working with committed colleagues within and beyond the school itself, to lead genuine transformation. If this is you, we would love to hear from you.

As part of our inclusive approach to recruiting for this vital role, we have surveyed our existing staff body to gain their views on what they feel are the essential qualities of their next Headteacher. Several strong themes emerged from this process highlighting the value put on being approachable, emotionally intelligent, empathetic and having a sense of humour. Other desirable behaviours were to be visible, compassionate and child centred. The governing body fully echo and support these views.

If you would like a confidential discussion about the position, please do not hesitate to contact David Waugh via [dwaugh@truelearning.org.uk](mailto:dwaugh@truelearning.org.uk), Trust Leader for The TRUE Learning Partnership, our independent advisor leading this recruitment process on behalf of the governing body. There will be an opportunity to visit Malbank School on Tuesday 25<sup>th</sup> February at 9.30am. Please register your intention to visit by emailing [recruitment@truelearning.org.uk](mailto:recruitment@truelearning.org.uk).

Your application should be made via the TES online application form. The supporting statement should set out what skills, experience, knowledge and personal qualities you believe you would bring to the post. The deadline for applications is **9am Friday 6<sup>th</sup> March 2020**. Shortlisted candidates will be notified by **20<sup>th</sup> March 2020** and interviews will take place on **Wednesday 25<sup>th</sup>** and **Thursday 26<sup>th</sup> March 2020**.

We very much look forward to receiving your application to join our team.

Scott Harding  
*Chair of the Governing Body*

Malbank has a happy mix of students from a good mix of socio-economic backgrounds, with a wide range of educational and career aspirations.

As part of a fully inclusive transition programme we run a range of fun and interactive workshops based at Malbank for Year 5 students. The workshops are designed for students

of all abilities, facilitated by our specialist staff, using a range of exciting and innovative equipment and resources.

Our class sizes remain below county and national averages with many small examination groups and typical A-level groups of below 10.

A-level results are consistently very strong, with an excellent record of entrance to Oxbridge and other leading institutions.

The results of students entering the Sixth Form College at GCSE 5 and 4 grades puts us in the top 10% of schools in the country.

## Pastoral Support, Behaviour, Inclusion and Safeguarding

The Head of Year directs the team of tutors, who take day to day responsibility for the welfare of students. Heads of Year are each supported by a Progress Manager who keeps a close eye on every student's progress.

Our Director of Inclusion oversees both Key Stages, ensuring that students who are experiencing problems are well supported.

At Malbank all students are stretched and challenged and exceptional talents are quickly identified and nurtured. 'Gifted and Talented' students take part in a wide range of opportunities and experiences.

Our excellent Access Team is here to help with any learning needs, whether these are related to basic skills such as literacy and numeracy or whether they are more specific.

## The Curriculum, Teaching and Learning and Achievement

We offer a broad and well-balanced curriculum, where students can specialise or diversify as appropriate. Innovative teaching is blended with the latest technology to provide memorable learning experiences that motivate young people to develop their potential.

Whilst every subject is valuable in its own right, it is vital that our students develop the transferable skills they will need for lifelong learning: literacy; numeracy; information and communication technology; problem solving; emotional intelligence and critical thinking. All are highly desired by universities and employers, and all are at the heart of our curriculum.

In Lower School, the rich tasks and deep learning experiences of our Opening Minds course help to embed these sought after qualities in all our students.

Understandably, teaching and learning is a key focus area for the school.





## The Learning Environment

Malbank School & Sixth Form College occupies a spacious green site at the edge of the historic market town of Nantwich. The buildings have been developed over the last few years to ensure that they meet the ever changing teaching and learning requirements.

The school is a blend of new and purpose built accommodation which is fronted by a large traditional red brick building.

The school hall provides a modern, light, airy performance space with state of the art sound, image and lighting equipment. It is a perfect venue for daily assemblies, rehearsals and performances.

The school has many excellent facilities which contribute to the positive and stimulating learning environment.

These include:

- A multi-purpose learning space providing a dynamic and flexible learning environment.
- Music suites with specialist rehearsal spaces and practice rooms
- A dance studio, equipped to professional standards
- A Design technology block based around a project and exhibition court



## The Sixth Form

Malbank Sixth Form is a vibrant educational facility with a track record of outstanding academic success. We offer a wide and varied curriculum, with over 30 very well established A level courses and an ever expanding range of BTEC subjects to add a different dimension to our provision.

Our programmes of study offer a rich diet of experiences, from field studies and theatre visits, to cultural experiences and varied learning opportunities.

Every year around 140 Sixth Form students choose to study at Malbank Sixth Form College. Students has the opportunity to participate in a wide range of sports and enrichment activities from football to fundraising.

Our Sixth Formers enjoy the use of a range of specialist facilities. The 6th Form Block is home to two quiet study rooms, a common room and a newly refurbished 6th Form Café bar.

The school's Olympic Boulevard, containing a WI-FI Starbucks coffee shop for 6th form students to use in their non-contact time and a state of the art gymnasium is another location on site featuring superb facilities for our students.



## Head Teacher Job description

**Purpose:** To provide a vision and leadership for the life and work of the school so that the school's aims are implemented in accordance with the policies of the Governing Body.

The Headteacher will ensure that all our students benefit from an excellent education and, in line with our school values, are well prepared for success in a fast-changing world.

**Accountable to:** The Governing Body

**Salary:** L33 – L39 (£90,145 - £104,368)

**Disclosure Level:** Enhanced DBS

### ***Responsibilities:***

The Headteacher occupies an influential position as a role model in our school and community, and you will shape the teaching profession within this school. Your values and ambitions will determine the achievements of Malbank School and Sixth Form College.

You will lead by example the professional conduct and practice of teachers and, in a way that minimises unnecessary teacher workload, support high quality continuous professional learning and development for all staff. You will set standards and expectations for high academic standards within and beyond this school, recognising differences and valuing cultural diversity within our communities.

The professional duties of the Headteacher are contained in the School Teachers' Pay and Conditions Document and candidates should have regard to the National Standards of Excellence for Headteachers (2015).

### **Qualities and Knowledge**

#### ***The Headteacher will:***

- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- 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.

- Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.

### **Students, Staff and Wider Community**

#### ***The Headteacher will:***

- Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.
- Establish an educational culture of professional learning, integrity and openness as a basis for sharing best practice within and between schools.
- Create an ethos within which all staff and students are motivated and supported to develop their own skills and to support each other.
- Manage the performance of school staff in line with current legislation through the provision of appropriate procedures for appointment, induction, appraisal and development strategies.
- Actively listen to and take account of the views of stakeholders, including students, staff, governors, parents and carers, in shaping the vision for the school and the experience of those within the school community.
- Work constructively within the local community to ensure the school has a positive reputation and to develop community links to the benefit of students and staff.

### **Systems and Process**

#### ***The Headteacher will:***

- 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.
- 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.
- Establish and maintain rigorous, fair and transparent systems and measures for managing the performance of all staff, valuing excellent practice, addressing any under-performance, and supporting staff to improve.

- 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 student, staff and financial performance.
- Exercise effective, 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.
- Distribute leadership throughout the organisation, creating teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision-making.

### **The School-led System**

#### ***The Headteacher will:***

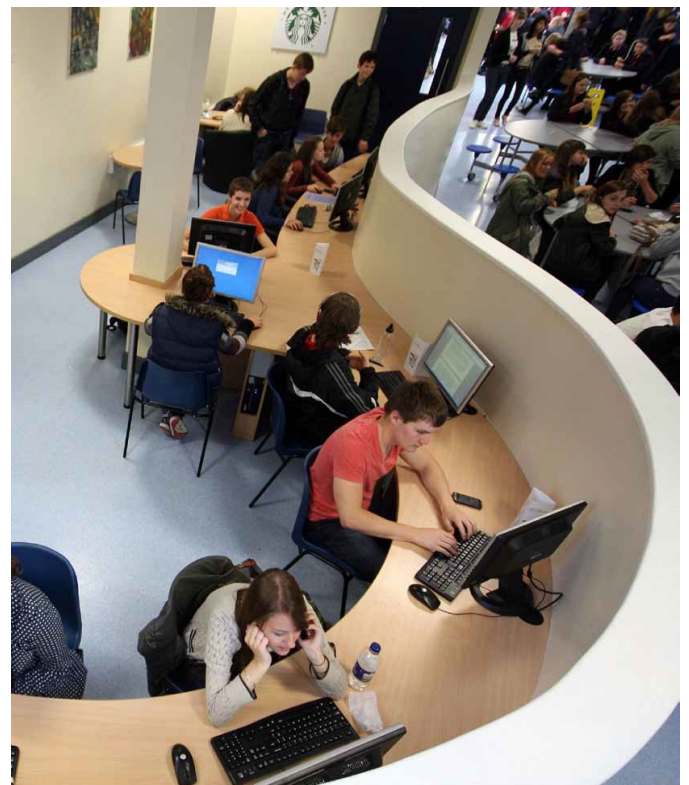
- Create an outward-facing school which works with other schools, local partnerships and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
- Contribute to shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

This Job Description outlines the responsibilities of the post and does not describe in detail all the duties required to carry them out. It will be reviewed annually or as changing circumstances require.

*Malbank School and Sixth Form College is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.*

*The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.*

*Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.*





## Person Specification

*The following criteria will be used when assessing the suitability of applicants.*

### **Essential E | Desirable D**

Demonstrable ability to lead, motivate, coach, develop and inspire staff	E
Ability to plan strategically and to monitor, evaluate and review all aspects of the School.	E
Knowledge and understanding of the principles and practices of performance management for all staff.	E
Ability to analyse and interpret student data and set challenging but realistic performance targets.	E
Ability to oversee an ethos and structure for managing behaviour, which enables students to achieve their full potential.	E
Ability to work effectively with members of the local community in developing the School as a community resource.	E
Ability to think strategically and creatively and to evaluate impact.	E
Excellent communications (including written, oral and presentation skills) and interpersonal skills and with the ability to articulate a clear vision.	E
Ability to oversee the process of effective and efficient budgeting.	E

### **Qualifications/Training**

Qualified teacher status.	E
An honours degree (or equivalent).	E
Up to date knowledge of research about effective leadership and teaching and learning.	E
Knowledge and understanding of current education legislation and initiatives.	E
NPQH or other relevant leadership qualifications	D

### **Experience**

Experience of effective senior leadership in a challenging secondary school environment	E
Use of innovative and effective approaches to the development of teaching and learning, including assessment for learning.	E
Successful management of school self-evaluation, improvement planning and target setting.	E
Effective leadership of staff professional development and performance management.	E
Successful partnership working with other schools, relevant service agencies and stakeholders.	E

### **Equality, inclusion & safeguarding issues**

Demonstrable commitment to equality of opportunity and inclusive education based on knowledge of legislation.	E
Ability to develop an appropriate environment which ensures the safety of all members of the community of the School, within a culture of robust safeguarding procedures.	E

### **Personal qualities**

A commitment and ability to sustain, nurture and develop the ethos of the School.	E
Integrity, enthusiasm and personal impact	E
Resilience and stamina when faced with complex and demanding situations.	E
Ability to effectively prioritise, meet deadlines and to delegate effectively.	E
Commitment to continuing personal development.	E





## Key Dates

There will be an opportunity to visit Malbank School on Tuesday 25<sup>th</sup> February at 9.30am.  
Please register your intention to visit by emailing [recruitment@truelearning.org.uk](mailto:recruitment@truelearning.org.uk).

The closing date for application is 9am on Friday 6<sup>th</sup> March 2020  
Shortlisted candidates will be notified by Friday 20<sup>th</sup> March 2020

Interviews will take place on Wednesday 25<sup>th</sup> and Thursday 26<sup>th</sup> March 2020

The Governing Body has appointed Mr David Waugh, Trust Leader of The TRUE Learning Partnership and Vice President of ASCL to support this recruitment process. If you wish to have a confidential conversation with David in regard to our school and this position please do not hesitate to contact him on [dwaugh@truelearning.org.uk](mailto:dwaugh@truelearning.org.uk). Please note, The TRUE Learning Partnership is an entirely independent organisation of Malbank School and this advisory appointment was established purely to support the recruitment of our head teacher.

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