



HENLEY-IN-ARDEN
SCHOOL

Achieving Excellence Together



Candidate Briefing Pack

Associate Headteacher



Introduction



The Arden Multi-Academy Trust (AMAT) exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the AMAT family, trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

As of September 2020, our Trust comprises four secondary schools in the West Midlands educating almost 5,000 students, and employing over 500 talented staff.

Due to the promotion of the current post holder, we are now recruiting for an Associate Headteacher for Henley-in-Arden School, a smaller secondary school nestled in the heart of rural Warwickshire and one of the education world's hidden gems. This is a truly rare leadership opportunity within a very successful and financially sound multi-academy trust, that combines a fantastic opportunity to demonstrate and develop outstanding leadership skills with secure central support that encourages collaboration for success.

Our successful candidate will receive encouragement, support and guidance to develop their own career within the Trust. You will work with other senior colleagues and a dedicated local governing body as Henley-in-Arden School moves towards an even brighter future.

This is a career-defining opportunity and we look forward to hearing from senior leaders who are ready for the next step.

Martin Murphy,
CHIEF EXECUTIVE

Damian Burgess
EXECUTIVE HEADTEACHER

Sue Westmacott
CHAIR OF GOVERNORS

Who we are?



Arden Multi-Academy Trust is a non-profit making charitable company limited by guarantee, based in Knowle, Solihull. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation.

The Trust was formed in 2015 with a clear mission to generate self-belief, self-worth, esteem and confidence in young people, who can then display ambition and aspiration in achieving high educational outcomes.

Arden Multi-Academy Trust – Our Values:

The Arden Multi-Academy Trust (AMAT) exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the AMAT family, trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

We strive to create an atmosphere of excellence, demanding the highest standards whilst promoting the highest educational outcomes, whilst also conducive to generating self-belief, self-worth, self-esteem and self-confidence in young people who can then display ambition and aspiration in achieving high educational outcomes.

Our objective is for all young people to have high aspirations. At Arden Multi-Academy Trust we provide distinct and unrivalled schooling to our communities which benefit from our unique and personalised approach. Education is at the heart of all we do - our aim is simple: "Excellence in Education". We aim to develop brave, independent, emotionally intelligent people who will embrace and enhance tomorrow's society.

The Trust will

- prepare each pupil to get the very best out of their lives
- provide a suitable environment and create an atmosphere for achievement
- enable pupils to find enjoyment in learning through doing
- engender community spirit and our place in the global world
- ensure each individual acts responsibly and is valued equally
- encourage each child to develop self-discipline and a good work ethic.

The Trust believes

- all pupils have the right to learn and achieve uninterrupted by others
- all pupils have the right to be able to take risks with their learning in happy and secure academies
- all members of our community will co-operate with others and will be polite, considerate and honest
- all members of our community accept that with rights come personal responsibilities
- all members of our community will expect high standards of behaviour and promote an understanding of the difference between right and wrong
- all pupils have the right to have their progress monitored and be provided with regular constructive feedback and the setting of challenging but realistic future targets

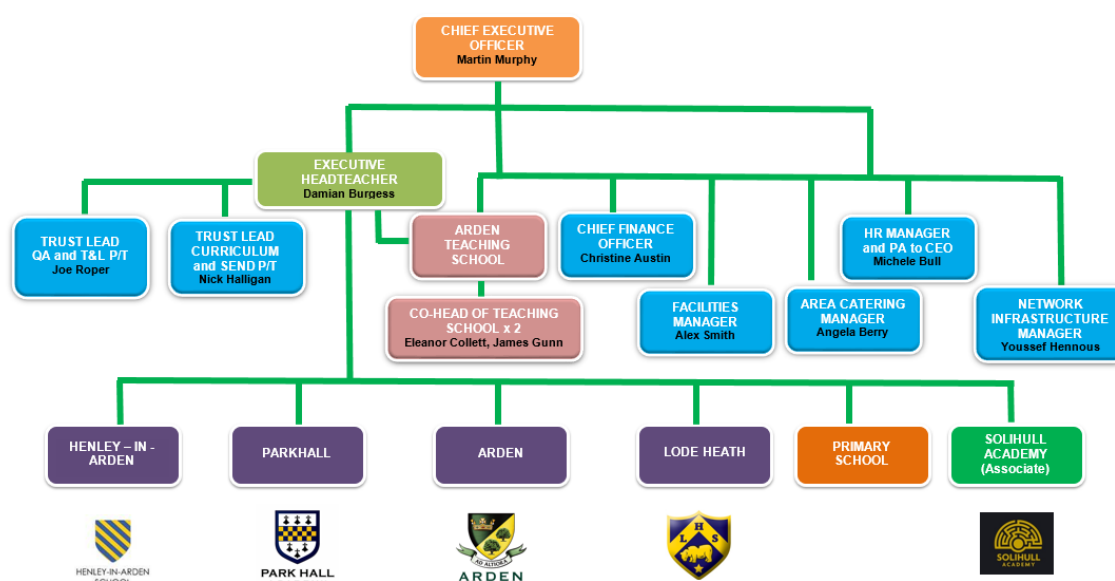
Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross -Trust initiatives to improve teaching and learning.
- Close collaboration with the Executive Headteacher and between senior leaders across the Trust.
- High quality strategic governance with wide business & professional experience.
- Robust delivery models as government policies, rules and measures change.

Arden Multi Academy Trust organigram



Arden Multi Academy Trust Senior Team September 2020



Students on roll – 4920
(Arden/Park Hall/Lode Heath/Henley)

Henley in Arden School



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<https://www.henleyschool.com/>

Henley prides itself in knowing its pupil's and parents. As a fairly small secondary school of just over 600 pupils they work hard to ensure each and every pupil achieves his or her potential by meeting their individual needs and personalising the curriculum. A high quality education is provided which encourages creativity and supports excellence and achievement.

Henley aims to equip young people to make the most of their abilities and the opportunities offered to become competent and confident world citizens. Students are guided to become independent thinkers who are sensitive, caring of others, willing to accept responsibility and who use their talents for the good of society as a whole.

Henley's vision is achieved through the commitment and quality of the teachers and support staff working in close partnership with parents in a caring and open manner. Achievement is celebrated and young people flourish with the security, self-discipline and a strong code of conduct.

Henley aims for:

- Excellence in every lesson
- Excellent for, and from, every pupil
- Excellence in building relationships
- Excellence in the details
- Excellence in exciting learning

It was judged 'Good' by Ofsted in 2013 and again in November 2017 during its short inspection.

In 2017 Ofsted said: *'Pupil attainment remains high and above national averages. Pupils make good progress across a wide range of subjects. They have good attitudes to work and are well behaved.'*

Further information can be found within our prospectus on our website -

<https://www.henleyschool.com/prospectus/>



Vacancy

Position:	Associate Headteacher
Location:	Henley-in-Arden School
Responsible to:	Executive Headteacher
Basis:	Permanent, full-time
Commencement:	September 2021
Salary:	L23 – L27



This is a truly rare leadership opportunity within a very successful and financially sound local multi-academy trust that combines a fantastic opportunity to demonstrate and develop outstanding leadership skills with secure central support that encourages collaboration for success. We are looking for an outstanding senior colleague to lead Henley in Arden on the next stage of its remarkable journey. Henley in Arden school is a relatively small secondary school set in rural Warwickshire with just over 600 pupils on roll.

The successful candidate will receive encouragement, support and guidance not only to lead the academy but also to develop their own career within the setting of a successful and well developed and expanding Trust. You will already be an exceptional senior leader with a proven track record at a successful school and real ambition to improve the experience, education and outcomes of every pupil at Henley in Arden School. We will expect the Associate Headteacher to further develop a positive culture where every pupil is expected to do well and their progress is supported every step of the way to achieve their potential.

As a Trust we truly value the success of every child and we place the sharing of excellent education practice at the core of our values. Trust operates from its hub in Knowle, to the south of Solihull.

The successful candidate will:

- Have the drive, determination and leadership skills necessary to make a significant contribution and lead/coordinate further development of the school.
- Have the ability to motivate and inspire pupils, staff, parents and governors
- Have a proven record of leading school improvement
- Have strong communication skills and a proven track record of team work
- Have resilience, compassion, moral integrity and humour.
- Have the potential to be an outstanding senior leader

The successful candidate will be fully committed to developing and enriching the mission of our school. The person will have a vision, enthusiasm and ability to motivate others and a commitment to developing the ethos and successes of the school within the context of a multi-academy trust.

What we can offer you:

- a competitive salary
- exciting career opportunities for further progression in the future;
- security and support on your journey from close collaboration with the central executive team and a larger group of talented Associate Headteachers to share best practice and innovation.

Job Description

Role: Associate Headteacher – Henley-in-Arden School
Reporting to: Executive Headteacher



Arden Multi-Academy Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live. Henley-in-Arden school is one of the four secondary schools within the Trust.

Main purpose of role

The Associate Headteacher is expected to provide the leadership and management necessary to secure high quality teaching, learning, support and care to raise standards of educational achievement and personal development for every pupil across the academy.

Expected Performance

Effective leadership is demonstrated by:

- implementing the strategic direction of the school
- a positive ethos reflecting strong educational and personal development for pupils, effective teaching & learning and good relationships;
- staff, governors, sponsors, and parents respecting the academy leadership;
- staff and governors recognising their responsibility for contributing fully to the successful implementation of academy policies and practices;
- the life of the academy and the curriculum effectively promoting students' spiritual, moral, social and cultural development;
- expectations and support are high for all vulnerable groups;
- strong systems, processes and staff teams ensuring that health and welfare of all pupils is safeguarded at all times.
- the academy meets its statutory obligations regarding SEND, health care and other relevant areas.
- the needs and views of pupils with SEN are clearly reflected and regularly reviewed through their Education Health and Care Plan (EHCP), in partnership with the parents/carers, the local authority and other stakeholders;
- efficient and effective use being made of staff, accommodation and resources;
- good value for money is provided and finances are well managed.

Pupils who:

- are prepared for the opportunities, challenges and experiences of adult life;
- take responsibility for their own behaviour and have an excellent work ethic
- achieve outcomes that reflect their full potential;
- are enthusiastic and enjoy learning;
- wherever possible, take responsibility for their personal development, their learning and the academy environment;
- contribute to enhancing a purposeful learning environment.

Teachers who:

- have a secure knowledge and understanding of their pupils and the overall learning process;
- set high expectations for all pupils and for themselves;
- plan personalised lessons and learning that address the individual needs of each pupil within the class;
- have strong subject knowledge and a reflective approach to their pedagogy
- employ the most effective approaches for each pupil and groups of pupils;
- pace lessons appropriately, using time and resources effectively;
- regularly review, evaluate and record the progress of pupils;
- effectively manage designated teaching assistants to ensure that make a strong contribution to the progress of pupils;
- who embrace academy monitoring and coaching to develop their practice and give a better learning experience to students.

Staff who:

- enjoy coming to work;
- positively contribute to ensuring that the needs of all pupils are effectively supported;
- are inspired and motivated to reach their full potential for the benefit of the academy regardless of their role;
- are fully engaged with the direction and activities of the academy, willing to go the extra mile whenever necessary;
- have their performance assessed regularly via the annual robust and fair appraisal process
- communicate openly and clearly at all times;
- are supported in their career development and encouraged to progress.

Parents who:

- understand how an effective partnership with the academy contributes to their child's learning and happiness;
- endorse and assist the objectives of the academy;
- are kept fully informed about their child's achievements and progress and other developments across the school;
- know how they can support and assist their child's progress.

Governors who:

- give generously of their time, experience, ideas and contacts to assist leaders;
- hold academy leaders to account for quality of education, standards, pastoral care and well-being;
- understand that their role is not to become involved in management;
- fulfil their statutory responsibilities.

Notes: The postholder will be expected to comply with any reasonable request from the CEO/Executive Headteacher to undertake work of a similar level that is not specified in this job description.

Person Specification



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We seek to recruit talented individuals who can not only help to build the success of our schools but also people who are engaging and passionate about everything they do.

When we recruit we look for specific experiences and qualities. However, we also value diversity and recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the academy.

For the role of Associate Headteacher, our successful candidate will demonstrate the following competencies and experience:

	Criteria	Essential/ Desirable
Education & Qualifications	Qualified Teacher Status, including relevant degree	E
	Evidence of appropriate professional development	E
	NPQH or equivalent	D
	Willingness to continue professional development	E
Knowledge & Understanding	Ability to use comparative data and target setting data to track outcomes can be used to enhance pupil progress, particularly within the Henley in Arden School context	E
	Ability to think strategically and collaboratively, to plan for educational improvement and be OFSTED ready	E
	Knowledge of effective teaching, learning and assessment methods, particularly within the Henley in Arden School context	E
	Understanding of effective leadership, including the opportunities and challenges presented within a secondary school.	E
	A strong understanding of the statutory responsibilities regarding SEND and other relevant areas, and how to discharge these effectively	E
	An appreciation of how new technologies can enhance learning and teaching within a secondary school setting	D
Experience	Significant senior leadership experience that demonstrates the capacity to lead large teams that	E

	deliver innovation and accelerate progress in a broad context	
	Clear evidence of leading a highly successful team(s) within a secondary school setting.	D
	Initiating and delivering successful projects across a range of sites or between different schools	D
Key Competencies	Passion for academy improvement and strong understanding of what constitutes an outstanding academy	E
	Leadership ability to inspire and motivate staff, pupils and parents	E
	A driver of strong outcomes that prepare pupils for the opportunities, responsibilities and experiences of adult life	E
	An ability to communicate effectively to a range of audiences	E
	High levels of resilience	E
	Demonstrates self-awareness	E
	Be an excellent teacher	E
Skills & Attributes	Creativity and the ability to innovate to find new solutions, particularly in an increasingly digital world.	E
	Ability to lead change, bringing all stakeholders with you	E
	Ability to develop effective relationships with other leaders, governors and external stakeholders	E
	Ability to use considerable conciliatory skills to manage complex cases, complaints and other issues	E
	Ability to prioritise, meet deadlines and work under pressure	E
	Excellent organisational skills	E
	Excellent digital skills and a willingness to develop them further	E
	Be able to have challenge and hold people to account	E
Teaching & Learning	Strong understanding of what makes an outstanding classroom practitioner within a secondary school setting	E

	Experience in raising academic standards within a secondary school setting	E
	Expertise in monitoring classroom performance	E
	Evidence of the impact of coaching/support for individuals	E
Motivation & Personality	Abundant enthusiasm, positivity and optimism	E
	Sense of accountability	E
	Good sense of humour	E
	Able to work in a professional manner as part of a team	E
	The ability to take constructive criticism and self-reflect	E
Additional Requirements	Flexibility	E
	Strategic understanding of current educational issues	E
	Enthusiasm to contribute to the wider ethos of the Trust	E

Additional Information

Arranging a visit to the school and discussion with the Chief Executive

On the basis that interested candidates will be keen to visit the academy before making a formal application, you can arrange this by contacting Michele Bull (PA to CEO) mbull@arden.solihull.sch.uk.

Visits will be hosted by Martin Murphy, our Chief Executive. Social distancing and other Covid-secure safety measures will be observed at all times following latest government guidelines. Please ensure you offer Michele a range of dates when you are available in your initial email to ensure we can coordinate a visit.

Candidates wishing to have an initial conversation with the CEO about this role can also arrange for a telephone call. Those wishing to do so should also contact Michele Bull in the first instance.

Application and Selection Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

Further details are available to download from either the TES website or our Trust website – <https://www.ardenmat.org.uk/careers/> Application forms should be completed in full and attached to a letter of application. CVs will not be accepted. Please address all correspondence to Mr M Murphy, Chief Executive Officer.

Arden Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Suitable and interested candidates are invited to complete an application form detailing why they are suitable for the role. This can be submitted via email to mbull@arden.solihull.sch.uk

Application closing date: Tuesday 19th January 2021 (12 noon)
(shortlisting takes place from Tuesday 26th January -
successful candidates will be informed afterwards).
Interview date: Monday 1st and Tuesday 2nd February 2021

If you have any queries on any aspect of the application process or need additional information, please contact Michele Bull on mbull@arden.solihull.sch.uk

Arden Multi Academy Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

