



HOE VALLEY SCHOOL

HEAD TEACHER

JOB DESCRIPTION AND PERSON SPECIFICATION

THE SCHOOL

“Hoe Valley School provides an inspiring environment at the heart of its community where every student is valued and challenged. Students learn to think critically, pursue their ambitions and achieve to their highest potential.”

Hoe Valley School is:

- An oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- A Single Academy Trust overseen by a Governing Board and a Board of Members, funded directly from the Department of Education
- In our tenth year of operation, with 780 students across years 7 to 11 and a newly opened Sixth Form with 75 students in years 12 and 13
- Committed to knowing all of our students’ talents and strengths and their areas for development. This allows us to personalise the curriculum to stretch and motivate all of our students
- Following the National Curriculum, and integrating Work Ready skills throughout the school with a consistently Cognitively-based approach to Teaching and Learning
- A Google School with ICT fully embedded in all curriculum areas and Chromebooks provided for every student
- Employing and developing outstanding, experienced teachers and teaching assistants
- Committed to learning which is relevant with links to the ‘real world’ of business, higher education and the local community
- Operating in a purpose built new building in Mayford near Woking which is currently being extended to accommodate our growing sixth form provision
- Committed to supporting our staff to have an excellent work / life balance by having minimal paperwork and slick systems, by offering high quality, bespoke CPD programmes and trusting our staff to deliver excellent outcomes, whilst positively networking with other local schools to develop and grow

THE ROLE

We are looking for an inspiring Head Teacher who can take the School on the next phase of its development and evolutionary journey whilst maintaining our deeply embedded ethos and continuing the high standards and success that we have achieved so far.

The current Head Teacher has been involved with the school from the beginning of its journey and has been the leader and figurehead of the school since 2019. Having recently completed an NPQEL she is now moving on in her

career to pastures new. There is currently an SLT consisting of two Deputy Heads, the School Business Manager and three Assistant Heads.

The successful candidate will become the Head Teacher of the School with full accountability and responsibility to the Board of Governors for its operation.

This is a rare opportunity to take on the leadership of a growing, evolving and developing school and to lead it in the next exciting stage of its development, supported by a passionate and accomplished Board of Governors committed to its vision and its success and Members who are founders of the school. You will be encouraged and supported and given freedom to be creative and innovative where it is to the benefit of our students and in keeping with our vision and values. This is a role for a genuine leader who understands and shares our aims for the School and the students, and has the commitment, courage, talent and desire to do what it takes to make those aims become reality, unconstrained by history and convention.

CORE RESPONSIBILITIES

Leadership and Management

- To work effectively with the School's Governors to develop, enact and monitor the School's vision, values and ethos.
- To embody the School's values both on and off site
- To develop the School Development Plan to deliver the agreed 3-5 year strategy, and oversee the Self-evaluation Processes
- To ensure that the School remains over-subscribed and to grow the Sixth Form
- To promote and maintain an ethos of excellence and aspiration, with a constant focus on improvement to ensure the highest possible standards and success for the School and all its learners
- To use, and encourage in others, creativity and innovation to solve problems and develop practices, and dare to be different in the best interests of the students
- To promote and maintain a culture where every student is equally valued and supported and decisions are always taken with students' best interests as the top priority
- To manage the School staff through a rigorous appraisal process, and ensure a culture of accountability at every level.
- To lead the recruitment, appointment, deployment and development of staff
- To be high profile as a role model of the desired standards and behaviours around the School and with parents
- To support the School's marketing and recruitment plan through attending events, contributing to marketing materials and via frequent high quality interactions with local primary schools and the wider community
- To ensure focused, relevant, high quality professional development and training opportunities for all staff
- To oversee the regular review, development and implementation of School policies

Behaviour, Safety and Wellbeing

- To ensure policies and procedures relating to attendance, behaviour management and safeguarding are consistently followed and implemented by all staff, at all levels across the School
- To foster an environment that values and supports all students, with the focus on enabling them to be successful.

- To ensure an effective pastoral system that meets the needs of our diverse cohort.
- To hold the DSL to account for the highest standards of Safeguarding
- To collaborate closely with parents to ensure that they are aware of their child's welfare, engaged in their development and in supporting them in their vision for the future
- To ensure the absolute safety of all students on and off site
- To model and enforce excellent standards of behaviour and pastoral support throughout the School

Teaching and Learning

- To maintain a relentless focus on the quality of teaching in the School.
- To foster an environment where all teachers contribute to CPD across the School and share best practice via coaching, sharing planning and resources and following an 'open door' teaching policy.
- To ensure that every student has the optimum support and challenge to ensure meaningful learning in all areas
- To constantly review the curriculum and ensure it is appropriately challenging, stimulating, broad and balanced and related to everyday real life, encouraging and enabling all students to achieve to their full potential.
- To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place, through a mix of traditional teaching techniques, integrating ICT where appropriate and via project-based learning
- To ensure that classrooms and other spaces present a stimulating, challenging and invigorating environment through the display of students' work and other exemplar materials
- To teach outstanding lessons in their specialist subject (or other as required) within the age range 11-18
- To deploy other adults effectively within the classroom, involving them, where appropriate, in the planning and management of student learning.

Progress and Attainment

- To ensure the School and the students are fully prepared for success in their examinations for GCSE, A-level and other qualifications
- To ensure a culture of high aspirations for the outcomes of all students
- To ensure that assessment, feedback and monitoring is SMART, accurate and clearly moves students' learning forwards in a positive and productive manner
- To ensure that Faculties standardise marking with colleagues both within the School and with partner schools
- To foster and promote a culture of rigorous analysis of student data to inform planning and intervention programmes
- To lead and attend internal and external meetings as required
- To feedback to students and parents / carers in line with the School policy.

Consideration will also be given to the National Standards of Excellence for Head Teachers.

Person Specification

Criteria	Essential Qualities
Qualifications and training	<ul style="list-style-type: none"> ● Bachelor's degree at 2:1 or higher ● Qualified Teacher Status through a PGCE, GTP or other international equivalent ● Evidence of relevant CPD qualifications. ● Desirable: NPQH/ NPQSL or equivalent
Experience	<ul style="list-style-type: none"> ● Successful leadership and management experience in a school ● Desirable: Experience of being part of an SLT ● Teaching experience – minimum 5 years ● Desirable: Experience of leading whole school change with clear evidence of the positive impact/ outcomes on school improvement ● Excellent interpersonal skills with strong levels of numeracy and written and oral communication ● Experience of successfully leading a team and holding others to account ● Experience of senior leadership in a community school with a diverse cohort, with a proven record of support for all students and positive outcomes ● Evidence of holding high aspirations for young people ● Evidence of delivering excellent outcomes for students ● Evidence of a commitment to the support and success of all students, whatever their background or challenges ● Desirable: Experience and understanding of the role of Accounting Officer in a Single Academy Trust ● Involvement in school self-evaluation and development planning ● Experience of successful line management and staff development
Skills and Attributes	<ul style="list-style-type: none"> ● Alignment with HVS values: ● Courtesy – model calm behaviours expected in terms of professionalism, trust and respect ● Integrity – fair and honest, trustworthy, committed to earn success through hard work ● Resilience – not giving up when times are tough, demonstrating endurance ● Community – strong sense of responsibility to the community and to improving the quality of the local area and provision within it ● Leadership – show leadership in thought and action, open to new ideas and overcoming adversity to achieve success, communicating effectively ● Enthusiasm – a positive attitude towards life, passion, curiosity and a lifelong love of learning ● Excellent organisational skills with the ability to multi-task and effectively prioritise and delegate where appropriate ● Ability to communicate a Vision and inspire others ● Strong attention to detail where only the best is good enough ● Able and willing to adapt and be creative to find innovative solutions to problems ● Ability to operate strategically and think and plan on a 3-5 year timeframe ● Data analysis skills and the ability to use data to set targets and identify weaknesses ● Understanding of school finances and financial management ● Good level of physical fitness

Personal qualities	<ul style="list-style-type: none">● Ability to remain calm, good humoured and strategic in challenging contexts● Commitment to uphold the Nolan Principles at all times● Commitment to maintaining confidentiality at all times● Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position
Safeguarding	<ul style="list-style-type: none">● Two satisfactory written references including from current/most recent employer● A satisfactory enhanced DBS check