



## Headteacher Application Pack May 2019



Education for the 21<sup>st</sup> Century is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a check against List 99 and an enhanced Disclosure and Barring Service



## Headteacher

**Start date:** September 2019/January 2020

**Contract type:** Full time

**Salary:** Point 24 – 38 (outer London) depending on experience

An Exciting opportunity has arisen for a forward thinking Headteacher, with proven experience of Senior Leadership in a large secondary school.

The successful candidate will join Education for the 21<sup>st</sup> Century Multi Academy Trust as the Headteacher of The Ravensbourne School, which was the first school when the Trust was formed in 2011. E21C now comprises 8 schools – 4 secondary, 3 primary and 1 infant.

The Ravensbourne School is rated Good (May 2018) by Ofsted. A true comprehensive school set in 22 acres of grounds in the heart of Bromley, it is an 8 form of entry school, with a large P16 provision, which includes a Football academy, linked to Bromley FC.

TRS provides a high-quality education focused on giving our young people the qualifications, knowledge, personal skills and competencies required to live and work in the 21<sup>st</sup> Century.

The Local Governing Body and Trustees are seeking to appoint a Headteacher who will build on current good practice and also bring fresh ideas to drive the school forward, as well as working collaboratively with the other Headteachers and schools within the Trust.

To arrange a visit to the school, please contact: Mrs K Lee, Heads PA [klee@e21c.co.uk](mailto:klee@e21c.co.uk)

For an informal discussion about the role, please contact the Chair of Governors: Michael Hunwick. [chair@ravensbourne.info](mailto:chair@ravensbourne.info)

To apply, please complete and return application form along with a covering letter to: Samantha Moorey, Business Manager. [smoorey@e21c.co.uk](mailto:smoorey@e21c.co.uk)

Closing date: 12 Midday 6<sup>th</sup> June 2019

Interviews: W/C 10<sup>th</sup> June 2019



May 2019

Dear Applicant

**Re: Application for Headteacher – The Ravensbourne School**

Thank you for your enquiry about our vacancy for Headteacher at The Ravensbourne School.

For further information about The Ravensbourne School, please visit our website:  
[www.ravensbourne.info](http://www.ravensbourne.info)

If you would like to arrange a tour of the school, please contact:  
Mrs Lee, Heads PA: [klee@e21c.co.uk](mailto:klee@e21c.co.uk)

For an informal chat about the role or school, please contact the Chair of Governors:  
Michael Hunwick [chair@ravensbourne.info](mailto:chair@ravensbourne.info)

The closing date for applications is: Midday 6h June 2019

Please send your completed application along with a covering letter to:  
Samantha Moorey, Business Manager: [smoorey@e21c.co.uk](mailto:smoorey@e21c.co.uk)

I look forward to receiving your application.

Yours faithfully,



Cathy Whiting  
Acting CEO



## **Message to Candidates from Chair of Governors**

The ethos of The Ravensbourne School is "to be the best you can be".

With that in mind, any candidate looking to lead TRS should present; a vision for the school that helps all students to thrive and which supports the inclusive nature of the school and the diversity of the student body.

The school should help set the standard within the Trust and be aspirational with its outcomes.

Michael Hunwick

Chair of Governors  
The Ravensbourne School  
May 2019

## JOB DESCRIPTION

**JOB TITLE:** Head teacher

**Reporting to:** Chair of Governors

**Job Purpose:**

To provide strategic leadership and hold overall accountability for direction, standards achieved and quality of learning & teaching..

- Provide the leadership and management which enables The Ravensbourne School to give every student high quality education and which promotes the highest possible standards of achievement and well-being.
- Communicate The Ravensbourne School vision and drive the strategic leadership, empowering all students and staff to excel.
- Ensure that the education and interests of our students are at the centre of everything we do at The Ravensbourne School.

**Key Result Areas:**

**School Improvement**

- Work with governors to create the strategic vision for the school.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals.
- Translate the vision into agreed objectives and operational plans.
- Use the Trust structure to maximize and deploy both resources and expertise to raise achievement across the school.
- Ensure a continuous and consistent focus on students' achievement, using data and benchmarks to monitor progress and make improvements where necessary.
- Establish creative, responsive and effective approaches to learning and teaching.
- Monitor, evaluate and review school practice and promote improvement strategies.
- Tackle under-performance at all levels.
- Ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance review.
- Promote and maintain a culture of high expectations for self and others.
- Ensure effective planning, allocation, support and evaluation of the work of teams and individuals.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Line manage the leadership team, ensuring effective appraisal and their professional development.
- Curriculum development and innovation, within all areas of school life.

**Strategic Leadership:**

- Secure the highest standards of safeguarding in the school.
- Work with the School Business Manager, the Director of Finance and the CEO to set an appropriate budget for the school.



- Ensure all financial regulations and audit requirements are fully complied with and in line with Trust policies
- Ensure the ongoing development of an organisational structure which reflects the Trust's values and enables effective and efficient operations.
- Ensure evidence-based improvement plans and policies promote continuous school improvement.
- Recruit, retain and deploy staff efficiently and appropriately.
- Develop a positive ethos which enables everyone to work collaboratively in all areas of the school.
- Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded, tackling under performance in a timely and efficient manner.
- Work within the governance structure to enable it to meet its statutory responsibilities.
- Ensure every individual child has access to high quality learning and teaching.

#### Promotion of the Organisation:

- Create and promote positive strategies for challenging all forms of prejudice, and ensure equal opportunities exist for all.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies to ensure student and community needs are met.
- Use the Trust to promote community cohesion and the Trust framework to promote extended services and work with other partners.

#### Working with Trustees and Governing Bodies:

- To establish and maintain appropriate working relationships with the Trustees and Governing Bodies
- To ensure appropriate presentation and reporting to the Trustees and Governing Bodies on the progress of the organisation and on all matters relevant to the discharge of the schools' responsibilities.

#### Person Specification :

The Head teacher will combine a record of successful strategic leadership and sustainable School improvement with imagination, flair and determination to succeed. The Head teacher will be an exceptional leader with the energy, rigour and authority to represent the group effectively at the most senior levels in education. He/ She will demonstrate the following experience, skills, knowledge and personal attributes.

	Essential/Desirable	Application(A) Interview (I) Reference(R)
<b>Qualifications:</b>		
Qualified Teacher Status	E	A
Degree	E	A
NPQH or evidence of working towards	D	A
Masters Degree	E	A
Good honours graduate and post graduate level qualification	E	A
<b>Experience:</b>		
A proven record of successful, senior education leadership	E	A
Significant experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school, and/or local authority or School trust	E	A
Experience of delivering effective innovations in curriculum and pedagogy	E	A
Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change.	E	A

In-depth knowledge and understanding of the wider educational agenda	E	A
In depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures	E	A
<b>Skills and Knowledge :</b>		
A detailed understanding of the school improvement process and the ability to apply it in challenging circumstances	E	A
A detailed knowledge of assessment and the use of data to monitor and raise standards	E	A/I
Understanding of the relationship between financial and human resources and educational outcomes	E	I
Able to inspire, challenge, motivate and empower teams and individuals to achieve high goals	E	I
First class ambassadorial skills with an ability to present the School in an authoritative and persuasive manner	E	I
<b>Personal Qualities:</b>		
Be a positive role model at all times, a highly effective and respected representative of The Ravensbourne School and E21C	E	A/I
Be approachable and person centred	E	I
To be articulate with excellent interpersonal skills both verbally and in writing	E	A/I
Ability to challenge, give feedback and present views to achieve positive outcomes	E	A
Inspire trust and confidence across the school community including with parents, governors and members of the local community	E	A/R
To be astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate and resolve conflict and issues imaginatively and solve problems	E	A/I
Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development	E	A
No disclosure about criminal convictions or safeguarding concerns	E	A
<b>Improving Learning and Teaching:</b>		
Outstanding classroom teacher practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards	E	A/I
Proven ability to secure excellent teaching for all students to enable them to realise their potential	E	A
Successful experience of positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	E	A
Able to hold all staff to account for their professional conduct and practice	E	A/R
Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda	D	A
Proven experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of all students.	E	A
Exercise strategic, curriculum-led financial planning to meet the best interests of students and the schools' sustainability	E	A/I

#### Remuneration Package :

Salary range Point 24 - 38 depending on experience



## Application for Teaching Appointment

<b>Post:</b>			
<b>Surname:</b>		<b>First Names:</b>	
<b>Title:</b> Please circle)	Mrs/Ms/Mr/Dr/other	<b>Date of Birth</b>	
<b>Address:</b>		<b>Home Telephone:</b>	
		<b>Daytime Telephone No:</b>	
		<b>Mobile No:</b>	
		<b>e-mail Address:</b>	
<b>NI Number</b>		<b>DCSF Teacher number + Date of Recognition</b>	

### Teaching Appointments - (Please state most recent appointment first)

Name & Address of School	Type of School	Post Held	No. on roll	Date From/To		Salary (£)

### Please give details of any Professional Development.

Date	Course	Qualification or organising body



## Other Employment

Employer	Dates Attended From                  To		Nature of Business	Post Held

## Your Education

School, College, University etc.	Dates Attended From                  To		Full or Part time	Qualifications obtained - including Class and Divisions (with Principal Subjects), 'A' level subjects with grades and GCSEs/'O' levels with grades.

## Teaching Qualification

Name of Institution	Qualification Obtained	Dates Attended From                  To	

When would you be free to take up this appointment?

If you are still at College please give date when your final term ends?

Main subject taught	Additional subjects taught

Other interests and activities relevant to the post.



**Additional Information required for record and salary calculation purposes.**

Do you contribute to the Teachers' Superannuation Scheme (T.P.A.)? YES/NO

Have you registered with the General Teaching Council? YES/NO

Do you require a work permit? YES/NO

Do you consider yourself to have a disability relevant to the performance of the duties described in the Job Description for this post? YES/NO

Disability Reference No if applicable

If yes: if you are aware of any equipment or adaptations that will assist you to meet the requirements of the Person Specification, please give details:

Will you require any assistance if called for interview? YES/NO

If yes, please give details:

Please state how you heard of this vacancy. (Name of the newspaper/journal, Council vacancy list, friend, etc)

**Letter of Application:**

Further information or remarks in support of your application may be set out and attached to this form.

**Please give the names and full postal addresses of two referees. Both should know you in your professional capacity. One should be your current or latest employer.**

1. Name		2. Name	
Position in Company		Position in Company	
Company		Company	
Address		Address	
Tel no	Fax no.	Tel no	Fax no.
Email		Email	
This referee may be contacted prior to interview YES/NO		This referee may be contacted prior to interview YES/NO	

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Exceptions)(Amendments) Order 1986**

Because of the nature of the work for which you are applying you are required to make disclosure of any criminal conviction. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 this post is exempt from provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, or of any bind-overs or cautions, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Governors. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986 you may, however, be asked questions about any offences and the Governors are empowered to make enquiries of the police as to the existence of a criminal record for any applicant for the post for which you have applied.

Details of convictions (including "spent" convictions), bind-overs and cautions are as follows:-

**TO BE SIGNED BY ALL APPLICANTS**

I confirm that, to the best of my knowledge, the information on this form is true and correct.

I am in possession of the certificates which I claim to hold and understand that wilful falsification may result in dismissal if I am appointed. I understand that any offer of appointment will be subject to satisfactory references, medical and police checks.

**SIGNATURE:**

**DATE:**