



Warlingham School
& Sixth Form College

Headteacher

Information for Applicants



Tandridge Learning Trust
A School within the Tandridge Learning Trust



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WELCOME

Thank you for showing an interest in our remarkable, fully-comprehensive, 11-18 school; a school that has established a good reputation in the local area. Parents and visitors regularly comment on the strong sense of community and the willingness of students and staff to make them feel welcome. At Warlingham, young people are encouraged to flourish, both academically and socially. We have a commitment to high quality professional development for all our staff, ensuring they are well supported and able to continually improve their skills.

The vision, leadership and dedication of the successful Headteacher will play a significant role in securing success for our students. Much groundwork has been done in modernising the curriculum to meet the future needs of students and the shifting emphasis required by Ofsted. Now we need to build on this. Although we are oversubscribed at entry to KS3, our challenge is retaining numbers in the Sixth Form and providing a unique offer in a competitive environment. Our expertise in supporting students with additional needs is a strength of the school together with high and consistent expectations of behavioural standards. This results in very few exclusions; this is a credit to our team and an area we work hard to maintain.

Warlingham is currently the only secondary school within Tandridge Learning Trust, which also includes four primary schools. Being part of the Trust provides wider opportunities for students and staff to work together, share specialist staff and increases access to high quality professional development. Providing opportunities for staff to develop and to move across the Trust, creates an attractive working environment and benefits staff recruitment and retention. It broadens the potential for networking, succession planning and encouraging the development of school leaders.

This recruitment pack should provide a sense of who we are, what we believe in, and whether this is an organisation that would appeal to you.

As our prospective Headteacher, we hope that you will take advantage of the opportunity to visit us to experience the strong sense of community and warm welcome, and to find out if this school is right for you. If you have the energy, want the challenge and are keen to grasp the opportunities we can offer, then we look forward to meeting you at interview.

Rebecca Plaskitt
Chief Executive Officer
Tandridge Learning Trust

Jacqueline Baker
Chair of Governors
Warlingham School & Sixth Form College





OUR VALUES & AIMS

Warlingham School & Sixth Form College provides a caring, supportive environment, where children and staff are happy, where everyone works with integrity and respect, and is challenged to reach their highest possible achievement.

Learning takes place in a purposeful and well-disciplined environment in which students are encouraged to be actively involved through investigation, problem solving, discussion, practical work and research.

Ofsted inspectors have praised the quality of teaching throughout the school and the exemplary behaviour of our students. Staff have high expectations of students and provide a range of challenging experiences for all abilities, leading to good examination performances and an enjoyment of learning.

We take our motto of "Wide Horizons, High Aspirations" very seriously and build in opportunities for our students to develop as individuals through the taught curriculum and an extensive range of additional activities.

HIGH ASPIRATIONS: 'Be the best you can be'

WIDE HORIZONS: 'Be inspired to experience more than you thought possible'

Values

Our key values are commitment, courage and kindness.

Aims

We intend to:

- help every student, and every member of staff, to achieve more than they ever thought possible, regardless of their starting points,
- be a community of excellence where we hold high expectations for success in ourselves and in others,
- foster an environment where individuals take responsibility for themselves and show respect for others as part of a healthy and safe community,
- value and embrace the fact that we are all different and show tolerance for the beliefs, faiths and opinions of others,
- prepare students for successful and fulfilling adult lives by giving them opportunities to experience work, volunteering and to participate in their community,
- help our students to develop into articulate, confident, courteous and considerate citizens
- promote a love of learning by high quality and engaging teaching which delivers great learning outcomes, and
- celebrate the varied achievements of all students and all members of staff.

Our School Improvement Plan Priorities for 2019-20 can be accessed on our website:

https://www.warlinghamschool.co.uk/uploads/asset_file/3_1532_sip-priorities-summary-2019-20-final.pdf.





ABOUT OUR SCHOOL

Warlingham School & Sixth Form College is a fully comprehensive community-focussed, school, with a PAN of 240. The School provides a caring, supportive environment, where staff and students work with integrity and respect. The school places a high importance on its key values of Commitment, Courage and Kindness, which we strive to make a reality every day.

At Warlingham, we want our students to be safe and happy at school and as a result, enjoyment and engagement are important elements of life at our school. Our student leadership programmes help our students to develop the confidence, grit and resilience needed to be successful in later life. These qualities will help them to develop into well-rounded young people, ready to make a positive contribution to the local community and to wider society in general.

Students are encouraged to have high aspirations so that each can be the very best that they can be, whatever their starting point. Members of staff go the 'extra mile' for students and are dedicated to nurturing young people's talents and aspirations. We expect our students to work hard, behave respectfully, dress smartly and take pride in their achievements.





ABOUT OUR SCHOOL

Our students are also encouraged to have wide horizons and to experience a broad range of opportunities and experiences that enable Warlingham students to grow into confident, articulate young adults who enjoy their time at school and leave with the skills, qualities and qualifications required to face the challenges of the future. Our thriving House system provides a sense of belonging and lots of healthy competition as well as a caring and supportive pastoral structure.

The Sixth Form College is home to around 200 happy and successful students and offers a wide range of courses, including both A Level and Vocational Courses. Our sixth form provision is under review; students currently select one of several enrichment courses, such as the Duke of Edinburgh Award Scheme or the Extended Project Qualification (EPQ). In addition to this, keen footballers can join the Whyteleafe Academy, which offers under 19s study at the College whilst training and playing for Whyteleafe Football Club.

Our strong pastoral system continues to support our college students and the personalised approach we offer helps them to achieve their goals in a secure and nurturing environment. Extra-curricular trips, whether a geological visit to Iceland or a trip to Auschwitz run by the Holocaust Educational Trust, all enrich and broaden horizons. Local community-based activities help to develop students' understanding of citizenship and commitment whilst further developing their employability skills.

With the opportunities provided and the quality of the teaching and learning support, it is no surprise that a significant percentage of students go on to be successful at Russell Group universities such as Cambridge, Kings College and Imperial College.





ABOUT OUR SCHOOL

Students

Many of our students live in Surrey and others come from the southern part of the London Borough of Croydon; most of the students live within a three-mile radius of the school. Our students represent a broad socio-economic mix.

There are currently 1,411 students on roll including the Sixth Form College. Although many students stay on for Key Stage 5; we would like to encourage a higher proportion to stay with us. The School is oversubscribed for the Year 7 intake each September.

Facilities

Located south of Warlingham, the purpose-built school sits on an extensive, 20 acre site, with good commuter access by road and two stations within half a mile. The buildings are well maintained, some recently modernised and refurbished and the facilities include extensive adjacent playing fields, a dedicated sixth form block, a fitness suite and a 25-metre swimming pool. Developments at Hamsey Green Primary School, which shares a campus with Warlingham have yielded opportunities for further development, which are currently under discussion.

The School has made significant investments in technology, with several computer suites and two state-of-the-art scientific laboratories.





ABOUT OUR SCHOOL

Staff

The quality of teaching is clearly central to the success of any school. Teachers are the greatest resource a school has. We employ dedicated individuals with positive attitudes and high standards. All our staff go the 'extra mile' for students and take time to nurture young people's talents and aspirations.

Learning takes place in a purposeful and well-disciplined environment, in which students are encouraged to be actively involved in their learning through investigation, problem-solving, discussion, practical work and research. Ofsted inspectors have praised the quality of teaching throughout the school, and the exemplary behaviour of our students. Information about our latest Ofsted report is available on our website:

<https://www.warlinghamschool.co.uk/63/ofsted>

There is a healthy balance between established and newly qualified teachers, and the school is committed to ensuring access to a wide range of CPD opportunities. Warlingham School & Sixth Form College offers teacher training through our School Direct courses, which are designed as school-centred initial teacher training routes and are a popular choice for those who hope to secure a role in the network of schools where they train. The School Direct Programme is provided through the South East Learning Alliance, of which we are a member school.

The teaching staff are well supported by the senior leadership team and a range of experienced teaching assistants and learning mentors who help support additional needs. All support and administrative staff share the same commitment to our caring and respectful school ethos. In addition, we work closely with the MAT team who provide a range of support services for the schools.





JOB DESCRIPTION

Job Title	Headteacher
Post Status	Permanent, full-time
Salary Range	Leadership Scale - Group 7, London Fringe
Reports to	Chief Executive Officer

Role and Purpose

To provide professional, effective and inspirational leadership and management of the School which ensures continued success and improvement. To develop and sustain the caring ethos and practice to which all staff are committed. To achieve excellent standards in all areas of the school's provision and outcomes, for all students.

To create a learning environment which embodies and disseminates the vision and aims shared across the Tandridge Learning Trust for high aspirations, effective learning and exceptional personal development for all students.

To champion, extend and enhance relationships across the Trust and between the School and the community.





JOB DESCRIPTION

Principal Responsibilities

Strategic Direction

- Work with the CEO under the guidance of the Board of Trustees and other key stakeholders to create a shared vision and strategic plan which is clearly articulated, shared and acted upon effectively by all to promote excellence
- Lead by example in demonstrating the vision and values in everyday work and practice
- Work in partnership with others to create a shared culture and positive environment which inspires and motivates pupils, staff and the wider community of the School
- Ensure that high aspirations for learning are core to school strategic planning and resource management
- Commit to collaborative working and learning development across the Trust





JOB DESCRIPTION

Leading and Managing the School and College

- Effectively manage school finances and human resources to achieve educational goals and priorities in partnership with the finance and HR teams
- Develop and manage the School and its facilities efficiently and effectively to ensure it meets the needs of the curriculum and all compliance, health and safety regulations
- Ensure all relevant policies and procedures are implemented, reviewed, meet statutory and organisational requirements and contribute to continuous school improvement
- Be innovative in recruiting, retaining and deploying staff to achieve the vision and aims of the School

Leading Teaching and Learning

- Ensure that outstanding teaching and learning is the primary objective for all staff
- Monitor, evaluate and review the quality of teaching, standards of learning achieved and impact on the achievement of all students, in order to set and meet ambitious targets for improvement
- Implement strategies which secure high standards of behaviour and attendance
- Develop a team approach to creating an innovative and diverse curriculum which inspires, supports and meets the needs of all learners
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students and staff
- Monitor, evaluate and review classroom practice and learning outcomes to promote a commitment to professional learning and improvement





JOB DESCRIPTION

Developing Staff and Working with Others

- Treat everyone fairly, kindly and with respect to maintain and increase the positive school culture
- Develop appropriate and effective channels of communication with all staff in school and across the Trust
- Maintain and continue to develop effective strategies for staff induction, professional learning and appraisal procedures to support all staff to aim high and achieve the best outcomes possible
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring distributed leadership with clear delegation of tasks and accountabilities
- Model a commitment to professional learning, celebrate success widely and manage workload both for yourself and others to provide a manageable work/life balance
- Promote sharing of best practice, within and beyond the Trust community
- Model entrepreneurial and innovative approaches to school improvement

Securing Accountability

- Provide information, objective advice and support to the governors and board of trustees to enable them to meet their responsibilities for securing the best outcomes for all whilst achieving efficiency and value for money
- Present a coherent and accurate account of the School's performance in a form appropriate to many audiences including the governors, Trust Board, parents, Ofsted and others as required





JOB DESCRIPTION

- Make effective use of national and internal data to inform rigorous and effective monitoring and school self-evaluation which in turn, drives improvement planning and improvements in teaching, learning and achievement
- Keep abreast of and critically appraise educational developments, national agendas and new legislation, synthesising the information to support the understanding of others
- Seek and value the views of all stakeholders using constructive feedback to contribute to whole school improvement
- Create and promote positive strategies for challenging under-performance of any groups of learners, challenging prejudice, bullying and discrimination and dealing with it appropriately and effectively

Strengthening Community

- Secure positive relationships with all agencies and partners who can support the health and wellbeing of every student in a culture where safeguarding every member of the community is paramount
- Encourage and actively engage in positive collaboration with schools both within and beyond the Trust, networks and other partners
- Seek to widen and increase an innovative range of community-based learning experiences
- Build, maintain and review effective communication and relationships with parents, carers and other community agencies to improve pupil achievement, attendance and personal development

The Headteacher may be asked by the Board of Trustees to undertake other duties reasonably regarded as falling within the responsibilities of this post.

The job description will be reviewed regularly and may be amended at any time after consultation with the post holder.





PERSON SPECIFICATION

Qualifications and Experience

- Qualified Teacher status
- Graduate or equivalent
- Evidence of continuous professional development
- NPQH or equivalent qualification strongly preferred
- Experience in working within secondary-phase education
- Thorough knowledge of National Curriculum across all relevant key stages
- Knowledge of Health & Safety regulations within a school environment

Safeguarding

- Demonstrate a commitment to all aspects of safeguarding and the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries
- Demonstrate an inclusive approach to young people and emotional resilience in working with challenging behaviours
- Appropriate use of authority and discipline





PERSON SPECIFICATION

Key Competencies and Skills

Leadership

- A strong leader, influencer and motivator within education
- Active involvement in school self evaluation and development planning
- Evidence of leading staff training and development
- Policy development and implementation
- Strategic financial planning and budget control
- Evidence of leading a whole school initiative which has brought about effective school improvement.
- Enjoys authority to take decisions and freedom to act within approved parameters
- Creates a positive and innovative atmosphere within a friendly workplace where everyone aims high
- Is alert and responsive to changing situations, shows flexibility in approach, adaptability in difficult circumstances





PERSON SPECIFICATION

People Management

- Highly skilled at achieving results through people
- Builds morale and personal esteem, encourages others to give their best performance
- Evidence of raising standards through teaching and learning, teacher assessment, staff appraisals and development.
- Mentors, counsels, coaches and supports those who are still developing competence
- Helps others to have ideas, to formulate new options and to devise imaginative solutions to difficult problems
- Listens to opposing views, permits debate, while being firm and persistent in expressing views, thoughts and ideas to address issues
- Encourages others to communicate effectively
- Motivates others to commit themselves to the task in hand and to go beyond the call of duty if necessary to achieve their key objectives
- Builds effective and meaningful inter-personal relationships with internal and external stakeholders
- Combines authority with compassion





PERSON SPECIFICATION

Results Focus

- Is resolute in focusing on results, focuses on and pushes both self and others to achieve targets, budgets and results, overcomes or handles any opposition or antagonism effectively
- Takes decisions in a timely and appropriate manner, completes assignments in good time
- Brings a sense of urgency to situations, demonstrates an active approach, is willing to get involved in order to increase the pace and achieve goals and objectives
- Challenges the status quo in order to achieve a culture dedicated to continuous improvement and best practice
- Is flexible and creative in approach to solving problems, effective at problem solving and taking necessary action

Personal Attributes

- Independent thinker, able to work innovatively to deliver results where appropriate
- Demonstrates initiative, willing to challenge established practices
- Comfortable with evaluating risk and taking on challenges where risk is balanced with opportunity
- Reflective, ability to review and learn from past performance in order to drive future improvements
- Prefers to work at pace and maintain a high work rate.
- Is trustworthy and transparent
- Demonstrates core values of kindness, honesty, respect and commitment.

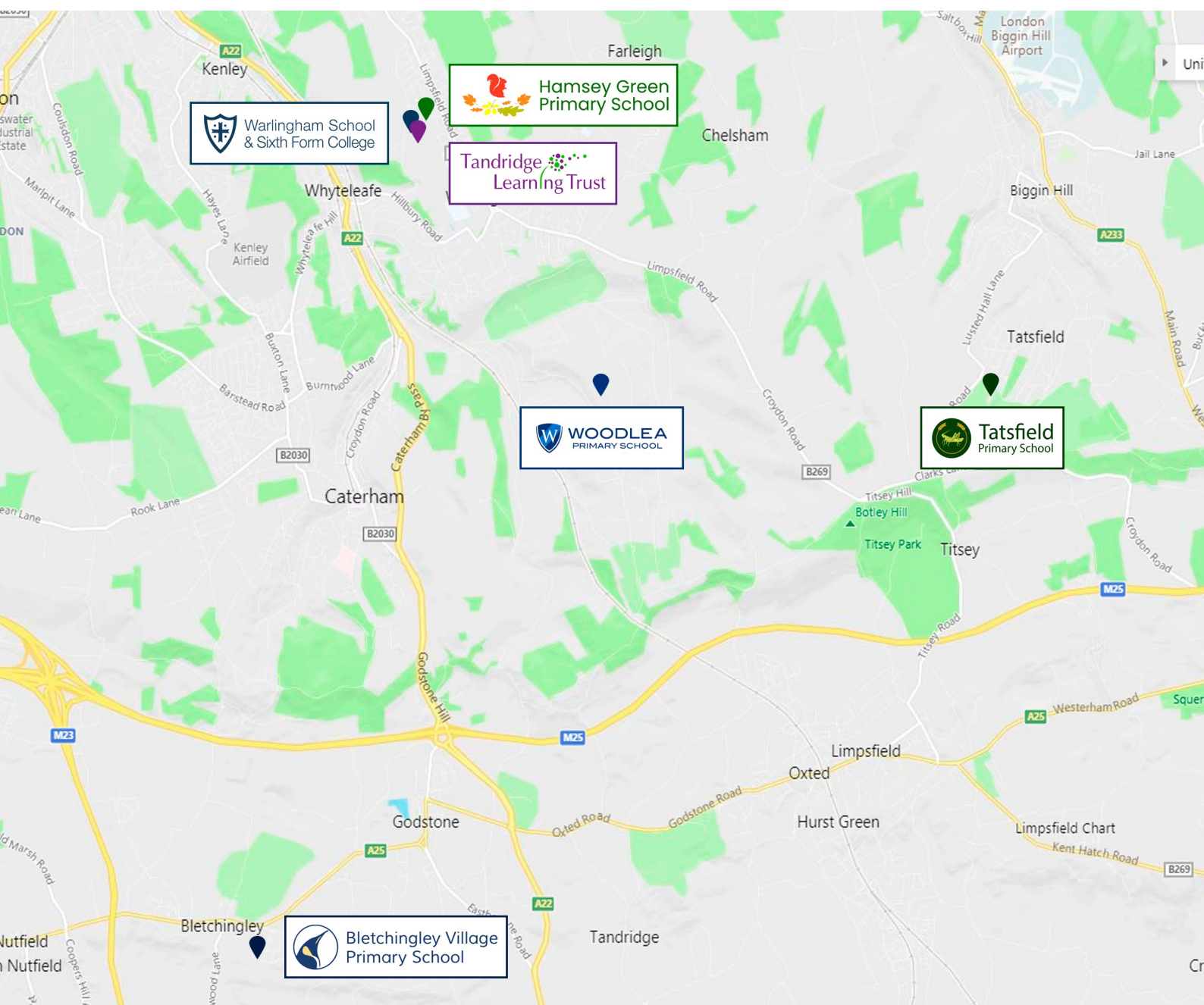




TANDRIDGE LEARNING TRUST SCHOOLS

Tandridge Learning Trust currently comprises four primary schools and one secondary school. Our schools are all within a ten mile radius but despite the proximity they are all quite different in their own context. We celebrate the individuality of each school, whilst benefiting from the support and benefits of being part of a multi-academy trust.

To find out more about each of our schools please visit their websites. If you are viewing this document electronically, you can click directly on the logos below for a direct link to these.





APPLICATION AND INTERVIEW INFORMATION

Applicants must complete the application form and submit to the school by email to j.standen@tandridgelearningtrust.co.uk by 5pm on Monday 20 January 2020.

If you are successful and are shortlisted for interview we will let you know by Thursday 23 January 2020. Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Interviews will take place at Warlingham School & Sixth Form College on Tuesday 28 January 2020 and Wednesday 29 January 2020.

You are encouraged and most welcome to visit Warlingham School & Sixth Form College to see if this is the right school for you. Please contact Judith Standen, HR Manager, to arrange this: J.Standen@tandridgelearningtrust.co.uk or telephone 01883 776677 Ext. 2014.

If you would find it beneficial to have a brief conversation with the Chief Executive Officer and / or the Chair of the Local Governing Committee, we will do our best to facilitate that.

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment.

The successful candidate will be required to undergo safer recruitment checks, including an enhanced DBS.



Tandridge Learning Trust

The logo features a cluster of green and white dots of varying sizes, with a green line curving upwards from the bottom left of the cluster.

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Tandridge Learning Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059 and has a registered office at Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB.