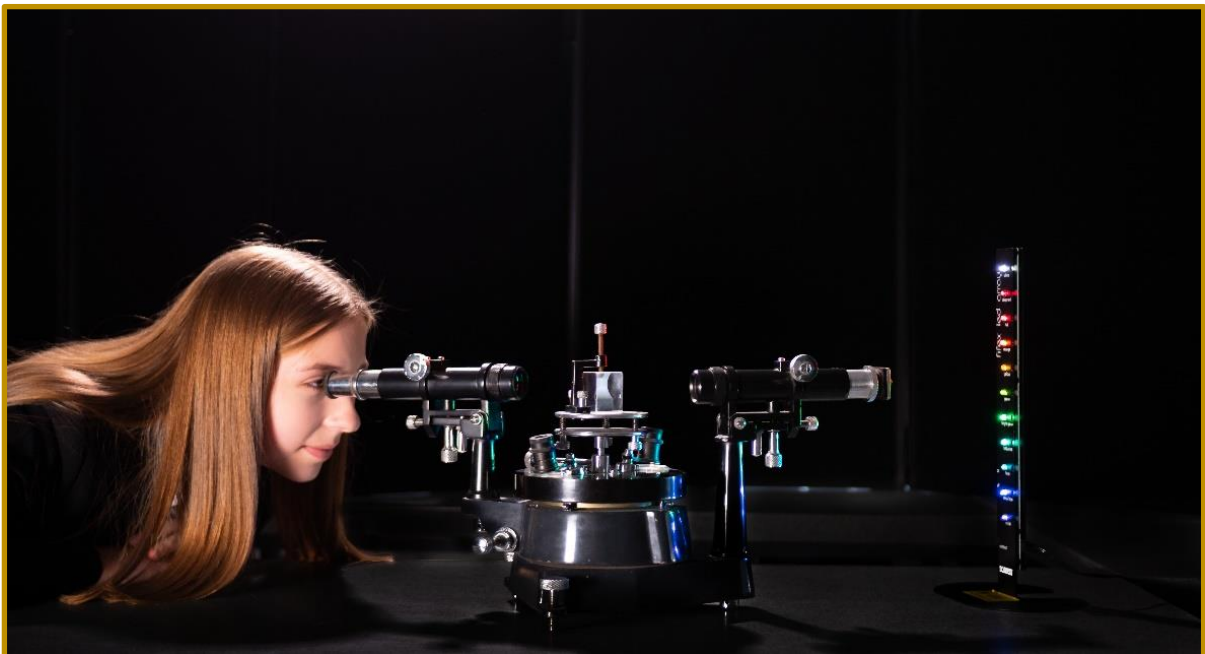




GREAT BADDOW HIGH SCHOOL
HEADTEACHER
APPLICANT INFORMATION PACK



'Always striving for higher things'

GREAT BADDOW HIGH SCHOOL

A SPECIALIST SCIENCE & SPORTS COLLEGE

Duffield Road Chelmsford Essex CM2 9RZ

Telephone: 01245 265821

Email: admin@gbhs.co.uk

Website: www.gbhs.co.uk



Company No. 7662023

Headteacher: Mrs C Lynch, BA (Hons)

December 2018

Dear Applicant

Thank you for your interest in the role of Headteacher at Great Baddow High School. Our current Headteacher is retiring after 9 years and this has created an exciting opportunity for an outstanding leader to continue developing the aims, ethos and expectations of our school. You will be someone who is an enthusiastic and passionate leader with vision, energy and the ability to inspire at every level.

The successful candidate will be committed to helping our students achieve their academic potential and developing the skills and attributes that will enable them to follow their chosen paths and make a valuable contribution to society. We have high expectations of our students and encourage them to believe in themselves, to enjoy their achievements and to grasp the many opportunities available to them. We are a school which is firmly committed to the local community with an excellent reputation for providing a rich and varied curriculum which is also challenging and inspiring.

Our most recent Ofsted inspection was in February 2017 when the school was again rated as being consistently good, the full report can be viewed on our website. We encourage you to visit the school particularly during the working day in order to view our students and teachers working together in well-equipped, specialist classrooms, using modern technologies and resources. We have set aside time on Tuesday 15 and Thursday 17 January 2019 at 9.00am, we recognise these times may not be convenient and will be flexible wherever possible. Please contact Yvette DeFeo, HR Officer on 01245 293711 or yd@gbhs.co.uk to arrange a tour.

I hope that the details we have provided about the post and the further information that you can find in our prospectus and on our website www.gbhs.co.uk will encourage you to apply for the role. An application pack can be downloaded from the online advert at www.essexschoolsjobs.co.uk or please contact Yvette DeFeo.

A letter of application should be written and submitted to Yvette DeFeo, together with a comprehensively completed school application form by midday on Tuesday 22 January 2019. In the letter please describe the particular skills and experiences which you feel qualify you to be the new Headteacher of Great Baddow High School.

Yours sincerely

Andy Oades
Chair of Governors





GREAT BADDOW HIGH SCHOOL HEADTEACHER RECRUITMENT KEY DATES

15 and 17 January 2019 at 9.00am	School Tours as detailed in the Letter from the Chair of Governors, or by arrangement on an alternative date
22 January 2019 (midday)	Completed applications submitted to Yvette DeFeo, HR Officer, at the school
1 February 2019	Applicants notified of the outcome of shortlisting
12 & 13 February 2019	Interviews



GREAT BADDOW HIGH SCHOOL Headteacher Job Description

Core Purpose

The Headteacher, working with the Governing Board, leadership team and school staff, will:

- Provide overall strategic leadership for the school in order to ensure its continued success and future improvement
- Ensure high quality education for all students that leads to high standards of progress and attainment
- Be responsible for the internal organisation, management and control of the school

The Headteacher's professional duties must be carried out in accordance with and subject to:

- The provisions of all applicable legislation
- The Funding Agreement of the school
- Any rules, regulations or policies made by the Governing Body
- The School Teacher's Pay and Conditions Document

Principal Accountabilities

Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school
- 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
- Develop, implement and evaluate the School's policies, practices and procedures
- Ensure accurate school self-evaluation to inform school improvement planning

Teaching and learning

- Lead and manage teaching and learning throughout the school, demonstrating an analytical understanding of how pupils learn and the core features of a successful classroom practice and curriculum design
- Ensure, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of students

Health, Safety and Discipline

- Provide and promote a safe, calm and well-ordered environment for all students and staff
- Promote the safety and well-being of students and staff
- Ensure good order and discipline amongst students and staff

Safeguarding

Have overall responsibility and accountability for safeguarding and promoting the welfare of students within the school.

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and young people and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Sharing information with other professionals
- Assigning a designated professional lead for safeguarding
- Operating safer recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children and young people.

Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applies to be paid on the upper pay range should be paid on that range
- Organise and deploy resources within the school
- Promote harmonious working relationships within the school
- Maintain relationships with organisations representing teachers and other members of staff
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments

Professional development

- Promote the participation of staff in relevant continuing professional development
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction and probation

Communication

- Consult and communicate with the governing board, staff, students, parents and carers
- Communicate compellingly the School's vision and drive the strategic leadership, empowering all students and staff to excel

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies

Probation

There will be a six month probationary period with this job.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



GREAT BADDOW HIGH SCHOOL

Headteacher Person Specification

	Essential	Desirable	Measured by
Qualifications and Training			
Qualified Teacher Status	*		App
Evidence of continuing professional development	*		App, I
NPQH or other evidence of higher study relevant to Headship		*	App
Evidence of leading professional development activity	*		App, I
Employment Record			
Substantial and successful experience of leadership in the secondary sector	*		App, I, Ref
Successful track record of working with other schools and the wider community		*	App, I Ref
Leadership Experience and Skills			
Experience as a successful Headteacher or Deputy Headteacher	*		App
A track record of providing leadership, raising standards and delivering educational excellence	*		App, I, Ref
Knowledge of current national policies, educational issues and the statutory and legal framework within which a school operates	*		App, I, Ref, AS
Experience of successfully managing change	*		App, I Ref
Engagement with current education developments, opportunities and innovations	*		App, I Ref
A rigorous approach to accountability for student learning outcomes	*		App, I, Ref
Strong analytical skills and an ability to interpret and use both quantitative and qualitative data	*		App, I, Ref, AS
Understanding of the management of school financial systems	*		App, I, AS
Leads by example	*		I, Ref
Impact			
Articulates the School's vision and inspires, motivates and empowers others to achieve this	*		App, I, Ref
Works relentlessly to deliver the School's targets, goals and ambitions	*		App, I, Ref
Generates high expectations and achieves the best for every learner	*		App, I, Ref
Manages performance highly and effectively to drive up standards	*		App, I, Ref
Visible and accessible to all stakeholders	*		I, Ref
Attributes			
Has a clear commitment to fully inclusive comprehensive education	*		App, I, Ref
Committed to continual improvement	*		App, I, AS
Personal pride in delivering success against challenging targets	*		App, I
Excellent interpersonal and communication skills	*		I, Ref, AS
Passionate about supporting, motivating and inspiring learners, their families and the community	*		App, I, Ref, AS
A strategic thinker who is creative and imaginative	*		I, Ref, AS
Supportive with stamina, energy, confidence and emotional intelligence	*		I, Ref
Shows consistency of judgement and high integrity	*		I, Ref, AS
Resilient, positive and calm, uses networks to seek advice and support	*		App, I, Ref, AS

App = Application I = Interview Ref = References AS = Assessment Task

GREAT BADDOW HIGH SCHOOL

HAPPY, SAFE AND SUCCESSFUL

GCSE RECORD RESULTS 2018

Both English and maths consistently in the **TOP TWO** mid-Essex non-selective schools.

"Expectations of pupils are high and their achievements are celebrated."
OFSTED 2017

"My son left school this summer with good GCSE's and went onto college. The school and staff helped him grow into the independent, responsible, respectful, kind and caring young man he is. The GBHS team helped to provide him with the strong foundation he needs for a great future."
Parent Quote - September 2018

78% Grade 4 or **HIGHER** in two or more sciences.

99% of parents agree that their child feels **safe** at GBHS.
98% of parents agree that their child is **well looked after** at GBHS.
96% of parents agree that their child is **happy** at GBHS.



72% 5 or more GCSEs at grade 4+/C+ Inc. English and maths

50% Grade 5+ in both English & maths
3rd ranked non-selective school in Essex



"Safeguarding children is at the heart of what the school stands for."
OFSTED 2017

"My wife, daughter and I came to Open Evening and were shown around by a Year 7 pupil. I wanted to make a point of emailing the school to express our gratitude and to make you aware of how impressed and pleased we were with how helpful, polite and informative he was during the evening. Great Baddow High School is a great school and he was an absolute credit to you."
Parent Quote - October 2017

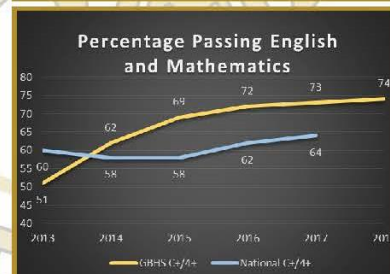


74% Grade 4+ in both English & maths
1st amongst similar schools across Essex



69% Grade 5+ in English.
Significantly higher than national and Essex averages.

40 Grade 9s in **SCIENCE** subjects



Attainment 8 score: 51.6
2nd ranked non-selective school in mid-Essex.
(Based on students best 8 GCSE results)

"There is a 'buzz' of purposeful learning at Great Baddow High School."
OFSTED 2017

ALWAYS STRIVING FOR HIGHER THINGS

GREAT BADDOW HIGH SCHOOL SIXTH FORM

HAPPY, SAFE AND SUCCESSFUL

A LEVEL RECORD RESULTS 2018

"Many Sixth Form students apply for, and are successful in gaining places at, the more prestigious universities."

OFSTED 2017

95% of students are studying at their 1st or 2nd choice university.

"Sixth Form students are happy individuals who express great pride in what the school has done for them."

OFSTED 2017

17% increase in the number of Sixth Form students in the last year, building on excellent GCSE results.

A choice of **30** different courses to study post-16.



100 Grades at
A* - A
Distinction* - Distinction



54% A*-B

A Level and Vocational



84% A*-C

100%
Pass Rate
in 19/21 A Level courses



100% Pass
Vocational courses



"Sixth Form students select appropriate programmes of study and are well supported in preparing for the next stage of their educational career."

OFSTED 2017

2018 breaks school records and places us
4th in Essex
for A*-C grades.
(out of 46 non-selective schools)

ALPS Score of 3*
shows 'EXCELLENT'
progress of students at
A Level.

* A Level Progress Score (national comparison)

"Congratulations to the teaching staff at Great Baddow High School on brilliant GCSE and A level results. They are testament to the hard work, time, diligence and dedication put in by all."
Parent Quote - August 2018

ALWAYS STRIVING FOR HIGHER THINGS



KEY INFORMATION SHEET FOR APPLICANTS FOR THE POST OF HEADTEACHER AT GREAT BADDOW HIGH SCHOOL

This sheet sets out the key information for any candidates applying for the post of Headteacher. Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants must complete the application form and submit it to the school by no later than midday on the closing date of 22 January 2019. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to assessment tasks as per the person specification.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified by Friday 1 February 2019. Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Interview date

Interviews will be held at Great Baddow High School on Tuesday 12 and Wednesday 13 February 2019.

Further information and school visits

Applicants who require further information or would like to visit the school should contact Mrs DeFeo on 01245 293711 or by email yd@gbhs.co.uk

Key information for candidates regarding terms and conditions

Full time post

Annual leave is taken by arrangement with management and normally during school closure periods. Time off during term time can only be taken with permission of the school as set out in the school's leave of absence policy.

Pay

This post is paid on the Pay Band specified in the advertisement. Employees are paid monthly in twelve equal months per year.

Probation

All individuals will be required to satisfactorily complete a six month probationary period.

Recruitment and Selection Policy Statement

1. The Governing Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and setting:
 - receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period
 - verification that you are not subject to any s128 directions preventing you from holding a management position within a school
 - a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment procedure. On the conclusion of the procedure, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.