



HEADTEACHER

Start date: Easter or September 2024 (negotiated on appointment)

Holbrook Academy is a single academy trust 11–16 secondary school in the beautiful countryside of the Suffolk/Essex borders, five miles from the county town of Ipswich in Suffolk and seven miles from Manningtree in Essex. Around half of our students are from the surrounding rural riverside villages and half are from Ipswich and its outskirts.

You will be leading a team of around 80 staff, and inspiring 600 young people to make the best of their time at our lively, friendly school. Rated Good in Ofsted inspections in 2019 and 2015, we are now ready to continue on our improvement journey.

We are looking for a Headteacher who shares our passion for education and can demonstrate a clear strategic vision for improving the quality of education. Having the highest integrity, and the commitment to help every student achieve their potential, not only academically or socially, but as young citizens who value and contribute to our community is essential. Our new Headteacher will be committed to sustaining the warm, family feel of our small school whilst broadening horizons so our students leave feeling confident and ready for the wide world beyond. We want to make a real difference to our students by developing their skills and offering new experiences to enable them to secure an amazing future.

As an outstanding classroom practitioner, you will lead our team of hard-working teaching and support staff in delivering the best in pioneering and innovative teaching and learning.

You will be the driving force of our school, building on our strong partnerships with other secondary schools, our local post-16 providers and a network of feeder primary schools.

These links and relationships are really important to us, as a community school, looking to share best practice and development opportunities.

You will be working alongside a supportive and determined Governing Body, together with parents and carers and our wider local community, to continue the remarkable journey of our lovely friendly school.

Governors are strongly considering joining a multi academy trust and are currently in a period of due diligence with EAST, a strong local trust.

Potential candidates are encouraged to visit the school, and will be warmly welcomed. Should you wish to visit the school, talk in more detail to the Chair of Governors or have any questions please contact Sarah Beazley (PA to the Headteacher) at sarah.beazley@holbrookacademy.org or 01473 328317.

Expected salary: L24-L30

Allowances for re-location expenses may be considered.

Application closing date: Monday 13th November 2023 at 9.00am.

Likely Interview Dates: 22nd/23rd November 2023

Holbrook Academy is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

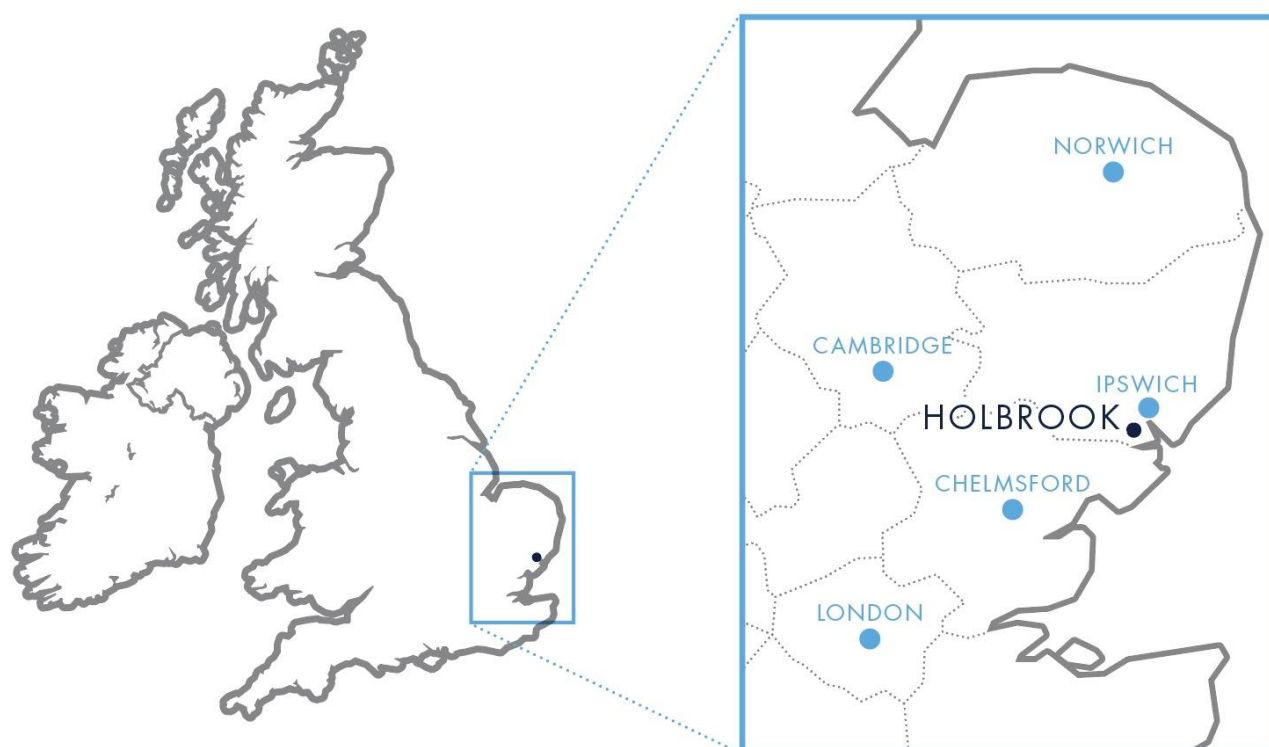
INTRODUCTION TO HOLBROOK ACADEMY

Holbrook has its challenges, like all schools. Our success as the school of choice for so many means that we receive applications from a very wide catchment, which means many students rely on expensive bus services to get to school. We are a stand alone academy, which gifts us autonomy, but robs us of that wider safety net of a trust. Being a small school, every individual - student or staff - has a profound role to play in the school's day-to-day success.

As our Headteacher, you will need to understand these challenges for what they are - stories of individuals that you must know and understand so that they become opportunities. Then, and perhaps only then, you will find a community filled with pride, that reacts with fury to injustice and finds joy in the most unexpected places.

More to the point, you will be the custodian of a good school that so many people want to make into a great school.

HOLBROOK ACADEMY LOCATION



JOB DESCRIPTION

The Headteacher of **Holbrook Academy** will motivate and inspire students, staff, parents and carers and the wider community to ensure every student achieves his or her full potential and eventually moves on from the Academy qualified and equipped to take advantage of a range of opportunities.

The Headteacher will work with the Governing Body, and the wider community, to provide professional leadership, vision and direction for the Academy. The Headteacher will establish a culture that promotes excellence, equality and high expectations from all.

ROLES AND RESPONSIBILITIES

VISION & ETHOS

- Develop, communicate and implement the vision for the Academy in conjunction with the Governors.
- Design and develop a rolling 5-year strategy for the Academy and establish and implement its Annual Development Plan to deliver the short-term objectives.
- Advance and uphold the values and ethos of the Academy in school and into the community; and
- Have a high awareness of Ofsted requirements and well-developed and implemented plans to achieve Ofsted 'Outstanding' within timescales agreed with the Governors.

CURRICULUM, TEACHING & LEARNING

- Take responsibility for raising academic standards and ensure the provision of a high quality, relevant and dynamic curriculum which is increasingly personalised to meet the needs of students;
- Ensure that performance in external examinations is consistently good at all levels and that student progress is among the best nationally;
- Develop Teaching and Learning to a Good or Outstanding level;
- Put in place appropriate assessment for learning solutions to manage agreed targets, record performance and report achievement in innovative ways; and
- Provide outstanding provision for gifted and talented students, those with English as an additional language and those who find learning difficult.

STAFFING

- Provide exemplary leadership to the Senior Leadership Team, introducing plans to ensure its effectiveness;
- Take action to ensure a high level of staff morale and ownership of the Academy's values and policies;
- Provide high quality training and development for all staff which empowers staff at all levels to lead and initiate improvements;
- Develop a high-quality Leadership Team, in both academic and pastoral areas;
- Implement rigorous performance management and quality assurance systems including objective setting and development targets; and
- Appoint appropriate technical, clerical and teaching support personnel.

STUDENT WELFARE

- Devise a high-quality pastoral structure to ensure all students fulfil their potential;
- Ensure that good conduct and discipline is maintained and acceptable standards are understood and applied consistently;
- Create an atmosphere of respect, recognition, celebration and mutual support which promotes equality within and values the diversity of the school community;
- Maintain an environment which feels safe and enables pupils to report any concerns or complaints.

POLICY & PRACTICE

- ✎ Maintain and develop appropriate policies and procedures for the Academy following necessary and appropriate consultation;
- ✎ Ensure the Academy's policies are up to date and reflect current thinking; and
- ✎ Ensure that Governors are aware of their legal responsibility for policies.

GOVERNANCE

- ✎ Support the Governors in the governance of the Academy to meet legal requirements and Ofsted criteria; and
- ✎ Advise and report to Governors, wherever appropriate, to ensure strong accountability

FINANCIAL & ADMINISTRATIVE PROCEDURES

- ✎ Act as Accounting Officer for the Academy in line with the Academies Financial Handbook (2019);
- ✎ Maintain appropriate financial procedures and management systems;
- ✎ Ensure that the budget is set and presented appropriately to Governors;
- ✎ Manage the budget, ensuring that all expenditure is contained within it; and
- ✎ Maximise the use of grants and other fund-raising opportunities.

PARTNERSHIPS & PROMOTION OF THE ACADEMY

- ✎ Ensure that partnerships with appropriate organisations are a strength of the Academy and enhance the opportunities available to students and the community;
- ✎ Put in place liaison and joint working arrangements with partner primary schools;
- ✎ Create links with other learning establishments to maximise opportunity for students;
- ✎ Work closely with business, employers and training providers;
- ✎ Maintain a high-profile image of the Academy in high quality public presentations;
- ✎ Prepare excellent promotional material including an Academy prospectus; and
- ✎ Manage the media to give a positive outlook for the Academy and publicise its achievements.

PARENTS, CARERS & THE WIDER COMMUNITY

- ✎ Provide a wide range of opportunities for parents/carers to be involved and engaged with the Academy;
- ✎ Ensure that appropriate, frequent and consistent contact with parents/carers is maintained;
- ✎ Develop community partnerships for the Academy; and
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EXTRA-CURRICULAR ACTIVITY

- ✎ Encourage wide ranging extra curricular activity;
- ✎ Involve all students in such activities; and
- ✎ Support internal and external certification recognising extra curricular involvement.

PERSON SPECIFICATION

EDUCATION & TRAINING

- ✎ Evidence of success in professional development across career to date.
- ✎ Appropriate educational and professional qualifications.

EXPERIENCE

- ✎ Track record of achievement in raising standards within a large complex educational organisation.
- ✎ Demonstrable success in leading a comparable organisation through significant periods of development.
- ✎ Evidence of the ability to develop excellent relationships with young people and adults.
- ✎ Successful experience of using target setting, data analysis and curriculum innovation to improve performance.
- ✎ Experience in analysis of needs and leadership in planning and implementing development initiatives for staff.
- ✎ Evidence of promotion and innovation in teaching and learning.
- ✎ Experience of leading strategic resources including Finance, HR and ICT.
- ✎ A track record of working successfully with Governing Bodies and working in partnership with other educational organisations.
- ✎ Experience of working successfully with local community and external agencies/stakeholders.

KNOWLEDGE, SKILLS & QUALITIES

- ✎ An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development.
- ✎ Knowledge of current education legislation, national strategies, trends and innovation.
- ✎ An understanding of the importance of research in developing approaches to learning and the ability to put this into practice.
- ✎ A thorough understanding of the benefits and implications of a specialist curriculum.
- ✎ Understanding of and experience in the use of ICT for administrative, teaching and learning purposes.
- ✎ The ability to analyse performance accurately and to articulate reasons behind successful achievement and poor performance.
- ✎ Very familiar with current developments in Ofsted and in particular knowledge of the new Ofsted framework (September 2019).

PERSONAL QUALITIES

- ✎ A clear understanding of and commitment to the Academy and its vision.
- ✎ Clarity of purpose.
- ✎ A passionate commitment to excellence at all levels and the determination to succeed in challenging situations.
- ✎ Sensitivity and wisdom in managing relationships with students, parents, staff, stakeholders and key partners.
- ✎ Ability to provide inspirational leadership.
- ✎ High level interpersonal, communication skills and capacity to influence.
- ✎ Commitment to inclusive education where all have equal opportunities to achieve.
- ✎ Commitment to the wider community and its involvement in lifelong learning.
- ✎ High expectations of student achievement, conduct and behaviour.
- ✎ Openness, integrity, sense of humour, energy and enthusiasm.

