

Burford School Oxfordshire



Unlocking potential | **Inspiring futures**

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Dear Applicant

Thank you very much for your interest in the post of Headteacher at Burford School, a standalone academy renowned for its ethos, educational standards and achievements. The school offers non-selective, comprehensive education for 1500 day and boarding pupils aged 11 – 18. The school is one of the few remaining state boarding schools in the country and is heavily oversubscribed for both day and boarding places.

Burford is at the heart of the community in West Oxfordshire and has one of the largest catchment areas in the south of England. The school has been on its current site occupying 36 acres of rolling land at the top of Burford since 1957, but can trace its roots back to 1571. 2021 marks the school's 450th Anniversary, an immensely important milestone which will be celebrated within the community and led by our new Headteacher. The Boarding House is located in the centre of Burford and forms an important part of the community.

The school always encourages students to do the best they can by giving them every opportunity to succeed. You will find the school to be exceptionally friendly with a passionate Governing Body and a supportive community. Under the leadership of our retiring Headteacher, Kathy Haig, the school has excelled academically and built up a respected reputation.

We now have the challenging task of appointing a successor and we are looking for applicants who can demonstrate their commitment and enthusiasm to providing an excellent education for our students. The person appointed will need to demonstrate that they have the drive and experience to lead over 200 staff and the professional background to represent the school at both local and national levels.

Our students' academic achievements are consistently strong, with Burford regularly being placed high in league tables in comparison to both state and independent schools locally and nationally. It is normal for graduates from our sixth form to receive offers from Oxbridge and Russell Group universities.

Our last Ofsted inspection was in 2018, where there was a short inspection in day school and a full inspection in boarding provisions. Both settings were graded as continuing to be 'Good'. Burford is heavily oversubscribed with applications regularly coming from not only outside of catchment but also from Gloucestershire.

The school has an outstanding pastoral system which supports both students and their families. Attendance is above 95% and student attitudes and behaviour are excellent. There are numerous opportunities to engage in extra-curricular activities. The school has its own Equestrian Team

and a smallholding where pupils can engage with animals. Sport is extremely important at Burford with upwards of 70% of students engaging in after school sport, with teams entering and doing very well in all age groups. The school sends touring sports teams to New Zealand and Australia on a two-yearly cycle. The Duke of Edinburgh Awards are also extremely important with high numbers of students taking part at all levels.

Burford has an Institute of Music, which not only represents the school but also regularly puts on sold out concerts such as 'All that Jazz' and a Summer Gala. There are also strong links with the Drama department to stage Broadway Musicals and the annual 'Star for the Night' competition is always enthusiastically enjoyed. The school has also successfully achieved the Platinum Arts Mark.

Teachers are encouraged and supported to enable them to take up opportunities to continuously learn and develop. Ensuring the highest levels of teaching standards is paramount at Burford with all levels of leadership being involved.

The current SLT comprises the Headteacher, one Deputy, four Assistant Heads, an HR Manager and a Director of Business and Finance. We have an extended leadership team which meets regularly and includes all Heads of Department and Heads of Years.

I am extremely proud to be associated with Burford School and truly believe that it is a special place and will be an amazing school to lead. The successful applicant will receive the complete support of a dedicated staff, board of governors and community.

I very much welcome your interest in the post. I would encourage you to visit our website (www.burford.oxon.sch.uk) to see our latest prospectuses and to view our recent school videos. Please do not hesitate to get in touch with the HR Manager, Mrs Sarah Evans (s.evans@burford.oxon.sch.uk) if you require any further information or would like to talk to our current Head. Details of the application process can be on page 14 of this document.

Yours faithfully

S Carroll

Steven Carroll
Chair of Governors



Burford School, a company limited by guarantee registered in England and Wales under number 8082185.
Registered office: Burford School, Cheltenham Road, Oxfordshire OX18 4PL



Burford School

Burford School was founded by Charter in 1571 and has been maintained continually since that date. The school was developed as a County School from 1929 when the Foundation admitted girls. In 1957 the school moved up the hill to its present 36 acre site. The Boarding House and surrounding staff accommodation occupy the historic site of the original Grammar School in the town. This history has given Burford School a strong and proud tradition and helps equip us to be a school of the 21st century.

Academic standards are high. The students consistently achieve outstanding examination results both at GCSE and A-level, which are well above National and Oxfordshire figures for progress and attainment. The Sixth Form, which is based in purpose built accommodation next to the Library, provides 26 A-level courses. The students are ambitious, many aspiring to and gaining places at the top universities including Oxbridge. The curriculum is organised through a departmental structure, with a mix of single subjects and broad based faculties such as Technology. Students are taught in mixed ability and setted groups, with increased setting as students move through the school. All teaching rooms have data projectors and interactive whiteboards to support student learning.





The pastoral care in the school is co-ordinated by the Heads of Year and Pastoral Assistants, and a member of the Senior Leadership Team. Tutor groups meet at the start of each day for assemblies and tutorials. There are eight forms in each year group and we are over-subscribed at all entry points. Our pastoral care is based on mutual respect, both for people and property.

The House system enhances a wide range of extra-curricular activities offered throughout the school. There are many opportunities for residential experience including a thriving Duke of Edinburgh Award Scheme, regular exchange visits organised by the Modern Foreign Languages Department, skiing trips, cultural visits to Europe and a Musical residential week. As an international school we have many links with schools in all parts of the world.

The school has a well deserved reputation for sporting excellence winning national and local competitions for all major sports. The Music Department offers opportunities for students to join a number of orchestras within the school and to perform with prestigious musical ensembles. Strong links with the University of Oxford also allow our elite musicians to take part in events alongside the undergraduates.

Though traditional in its atmosphere, uniform and annual cycle of events, including Charter Day, Burford is thoroughly contemporary in its outlook. There is a collective feeling of pride in the school.

We are, quite simply, a happy and successful school.





Governance Structure

Burford School Trust is a single academy trust. The trust is a company limited by guarantee and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the academy trust. The trustees of Burford School are also the directors of the charitable company for the purposes of company law. The charitable company operates as Burford School.

There are currently 17 governors (18 capacity) supported by a dedicated Company Secretary who is an employee of the trust.

The full governing board meet five times per year in addition to the annual general meeting. There are five committees: Boarding, Curriculum & Standards, Financial Management and Premises, Staff & Student Development and the Strategy Committee made up of committee chairs.

The governing board link with educational departments in the school in addition to seeking out roles to support the trust such as business link, alumni link and GDPR link.

The trustees are passionate about Burford School, its history, future and standing in the community. They form a cohesive team to ensure the standards of education are high and welfare of staff and students is paramount.





SLT Structure - September 2020

Headteacher

- Ethos
- Standards
- Ofsted

Deputy Headteacher

- Support & Challenge
- Boarding & Boarding Ofsted
- Sixth Form

Director of Business & Finance

- Budget
- Responsible Officer
- Premises
- Auditors

AHT: Pastoral	AHT: Inclusion	HR Manager	AHT: Curriculum & Standards	AHT: Teaching & Learning
<ul style="list-style-type: none"> • Safeguarding • Years 7 – 11 pastoral • Care & Discipline • Transition 2/3 & 4/5 	<ul style="list-style-type: none"> • EHCPs • SEND Results • Pupil Premium • Year 7 Catchup • Annual SEND Report & Policies 	<ul style="list-style-type: none"> • SCR • HR Policies • Attendance • Recruitment • Onboarding to Exits • Appraisal Overview • Wellbeing • GDPR 	<ul style="list-style-type: none"> • Timetable/ Options • Curriculum Offer • Whole School Data • ARR 	<ul style="list-style-type: none"> • Teaching & Learning • Literacy & Numeracy Across Curriculum • Formative Assessment • NQTs / ITTs • Lesson Observations • Teacher Appraisal • INSET/CPD/ Courses • Teaching School Development • University/ College Links
Line Management 5 HOYS HSLW 2 Pastoral Assistants The Bridge	Line Management HLTAs TAs SEN M Interventions: EAL/G&T	Line Management Medical Resources Office Cover Manager Calendar & HR Assistant	Line Management Data Manager Data Assistant Exams Officer Assessment Co-ordinator KS3 & 4 Quality Nominee Curriculum Co-ordinator	Line Management Admin Support



Headteacher

SALARY	:	L34 – L39 (£94,914 - £107,329) Starting salary will depend upon experience)
CONTRACT	:	Full time
TERM	:	Permanent
STARTING DATE	:	1 September 2021

Following the retirement of our excellent Headteacher, the Governors of Burford School are looking to appoint a forward-thinking leader to build on the proud traditions of this highly successful comprehensive school. Burford School is a thriving oversubscribed Academy with a large sixth form, a history spanning 450 years and a strong relationship with our local community.

Providing a high quality and enjoyable educational experience for all students is at the heart of everything we do. Our highly skilled staff team and supportive governing body are dedicated to this aim.

Burford School is defined by its core values: respect for one another, hard work, celebrating diversity of achievement and involvement with the wider community.

Boarding is provided for about 100 students on the site of the original school in the centre of Burford. We have an experienced residential team who manage the day-to-day aspects of boarding and a Deputy Headteacher who provides the operational lead and line management under the Headteacher's strategic direction.

The person appointed will have the vision, drive and personal qualities to lead the school into the future with confidence. As a strategic leader, you will demonstrate a track record of achievement and the talent to inspire, motivate and develop those around you. With exceptional interpersonal skills you will be adept at communicating to a range of audiences. You will be driven by your values, passion and determination to transform the lives of our young people.

This is a rare opportunity to take up the leadership of a happy, high-achieving school benefitting from good facilities and ambitious plans for further development on our extensive site. The whole school community is keen to welcome a new headteacher who will lead them to even greater success in the years to come.



If you would like to speak to our current Headteacher in advance of making an application, please contact Sarah Evans, HR Manager, to arrange this.

To apply:

Please download details and an application form from our Eteach page:
<https://www.eteach.com/job/headteacher-1126526>

Or

Contact Sarah Evans, HR Manager, at the following email address:
s.evans@burford.oxon.sch.uk or telephone 01993 823303.

Closing date: Monday 25 January 2021 (12.00pm)

Interviews: Week commencing 8 February 2021

Burford School is fully committed to safeguarding the welfare of young people and expect all staff to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check





Burford School Headteacher Job Description

Accountability

Responsible to: The Governing Body of Burford School

Responsible for: Carrying out duties in line with the conditions of employment as set out in the current School Teachers' Pay and Conditions document, the Headteacher Standards 2020 and the policies and procedures of the Governing Body.

This job description and person specification reflects the Headteachers' Standards (2020).

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

Section 1: Ethics and professional

Conduct is at the core of the standards and of our expectations of the behaviour and attitudes of our headteacher.

Section 2: Headteachers' standards cover interlinked domains of the headteacher's role all underpinned by the governance and accountability domain.

Culture and ethos

- school culture
- behaviour
- professional development

Curriculum and teaching

- teaching
- curriculum and assessment
- additional and special educational needs

Organisational effectiveness

- organisational management
- school improvement
- working in partnership

Governance and accountability

Core purpose

- To provide vision and dynamic leadership to Burford School to build on its exceptional success



- To inspire, challenge, motivate and empower all members of the school community to carry the vision forward.
- To manage the school's resources effectively and creatively and cultivate a safe environment that secures and promotes the highest achievement of both students and staff
- To ensure that Burford School remains a popular and over-subscribed school in the area including in the sixth form.

Key responsibilities

The Headteacher will:

- Work with the Governing Body to maintain a clear vision and strategy for what makes an exceptional school and ensure that this is clearly articulated, shared, and acted upon by the whole school community.
- Promote an ethos characterised by outstanding behaviour for learning where students take pride in their school community, have respect for others and respond positively to the high standards expected of them.
- Have a commitment to safeguarding and promoting the health, safety and welfare of students providing a secure and inclusive climate where students feel safe, valued and secure.
- Develop and implement an innovative and appropriate curriculum to meet statutory requirements and having regard to the needs, experience, interests and aptitudes of our students to provide the opportunity for a rich and compelling education for all.
- Oversee an appropriate staffing structure and support all staff to achieve high standards and promote a collaborative learning culture to secure outstanding progress and levels of attainment for all students across all Key Stages.
- Manage finance and resources astutely to maximize their use and value, including effective budgeting, applying resources to deliver the curriculum and needs of the school, strong contract management and regular reporting of financial status to the Governing Body.
- Develop and sustain effective relationships with the Governing Body, and the Chair of Governors in particular, to ensure effective governance of the school
- Build, develop and maintain effective relationships with all members of the school, families, partner primary schools and the wider community to enhance the education of all students.
- Carry out any other such duties as the governors may reasonably direct.

This job description may be amended at any time after discussion with the Governing Body. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Burford School Headteacher Person Specification

Qualifications - Essential

- Qualified Teacher Status
- Degree qualification
- Evidence of regular continuing professional development

Qualifications - Desirable

- Working towards NPQH or similar
- Completion of NPQSL or Widening Leadership
- Additional higher educational leadership qualifications e. g. MA or MEd

Experience - Essential

- Successful teaching and leadership experience in the secondary age range
- Leadership experience in a secondary school, holding an SLT position as Headteacher or Deputy Headteacher
- Evidence of having led at least one significant school improvement
- Experience of working with school Governors/Board of Directors
- Experience of driving change in accordance with strategic goals

Experience - Desirable

- Experience of working with and developing links with the community and wider region
- Experience of driving and meeting the standards expected of an outstanding school

Attributes - Essential

- Ability to inspire, challenge and motivate colleagues
- Able to be a champion and visible advocate for Burford School within the wider community
- Hold high expectations for student achievement, with a passion to see all students achieve, regardless of ability
- Demonstrate high level of emotional intelligence, compassion and understanding, always making decisions in the interests of the students
- Self-motivated, with high levels of drive, whilst also being reflective and open minded

Skills - Essential

- Be able to lead, motivate and inspire a diverse, vibrant community of learners
- Excellent public speaking skills, able to communicate effectively with a range of stakeholders
- Understand how to sustain a culture of aspiration and achievement
- Able to work under pressure, determine priorities and meet deadlines
- Able to deal sensitively with people and resolve conflicts
- Desire and ability to forge strong links with parents and the whole community



Skills - Desirable

- Ability to think creatively and imaginatively to solve problems and identify opportunities

Knowledge and Understanding - Essential

- Strong awareness of current educational developments, including up-to-date knowledge and understanding of the current national agenda
- Awareness on managing school budgets and finance
- Confident in school self-evaluation, able to use data to set targets for school improvement
- Promote and implement the processes necessary to safeguard and promote the welfare of children

Knowledge and Understanding – Desirable

- Some experience of Facilities/Buildings expansion and improvement

Leadership - Essential

- Have highly developed people skills and previous experience in leading teams effectively
- Ability to lead the school through changes and to meet new challenges with enthusiasm, vision and flair/a positive approach to behaviour
- Lead by example with integrity, creativity, resilience, and clarity, drawing on own expertise and skills, and that of those around them
- Develop leadership capacity and skills within teams and individuals
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- Ability to delegate effectively the day-to-day operations of the school through the extended SLT, enabling others to grow and develop
- Motivates and inspires by setting and following high standards

Leadership - Desirable

- The management of staff performance including supervision, target setting and capability and or conduct management procedures

Teaching and Learning - Essential

- Substantial knowledge and understanding of learning and teaching, including recent developments
- Proven track record of improving standards and outcomes across the whole school
- Commitment to high academic and behavioural standards

Teaching and Learning - Desirable

- Experience of curriculum design



How to Apply

Applications must be made using the Burford School Teacher application form. You are welcome to include a CV, but please note that a CV without an application form will not be accepted.

Your letter of application should not exceed two sides of A4, in no less than font size 11, and should address how you meet the requirements of the role, providing evidence of experience, skills, ability and knowledge.

In addition you are asked to respond to these two questions, using a maximum of 400 words for each:

1. What sort of school would you like to lead, and what sort of Headteacher would you like to be?
2. What practical examples can you provide of the impact that your actions have had on whole-school improvement?

Closing date: Monday 25 January 2021 at 4.00pm

Interview dates: Week commencing 8 February 2021

Applications should be submitted by the deadline via email to Mrs Sarah Evans, HR Manager:
s.evans@burford.oxon.sch.uk

