



WILLIAM FARR

C of E Comprehensive School

APPLICATION PACK FOR DEPUTY HEADTEACHER (CARE & GUIDANCE)



STRIVING FOR EXCELLENCE

COMPASSION

FRIENDSHIP

PERSEVERANCE

RESPECT

RESPONSIBILITY

WISDOM



WILLIAM FARR

C of E Comprehensive School

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Canon Dr Jeffrey Heskins
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WILLIAM FARR

C of E Comprehensive School

Deputy Headteacher

Salary Range: L20-L24

Start date: September 2022

William Farr Church of England Comprehensive School has a strong reputation and a rich local history. The students, staff and governors of the school are looking to appoint an exceptional Deputy Headteacher (Care and Guidance) to support the Headteacher to help the school write the next chapter in its history.

If you are an innovative, experienced and highly motivated senior member of staff who has the strategic skills to be able to build upon the school's existing strengths, whilst simultaneously helping the school to move forward, we would be delighted to receive an application from you. Our vision is for all members of our school community to enjoy 'life in all its fullness'.

Situated in the village of Welton, close to the historic and beautiful cathedral city of Lincoln, this popular Church of England 11-18 Comprehensive School has approximately 1450 students on roll. The school gained academy status in January 2011.

We can offer:

- The opportunity to work with enthusiastic and aspirational students with high learning expectations
- A strong team of effective and committed staff
- A supportive and engaged Governing Body
- Continuous professional development
- A Christian ethos and values at the heart of a fully inclusive school community

Visits to the school are encouraged. Please contact Darren Foster, HR Manager, on (01673) 866900 or d.foster@williamfarr.lincs.sch.uk to arrange.

More information about the school can be found on our website: www.williamfarr.lincs.sch.uk.

How to apply:

Applications should be made online via the TES website only.

Closing date: Thursday 27 January 2022 at 9am.

Interview dates: Tuesday 8 and Wednesday 9 March 2022.

School visits: Friday 14 January 2022 2pm-3pm or 4pm-5pm or Thursday 20 January 2022 2pm-3pm or 4pm-5pm.

William Farr Church of England Comprehensive School is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



WILLIAM FARR

C of E Comprehensive School

Dear Applicant

On behalf of the Members and Governing Body of **William Farr Church of England Comprehensive School**, I thank you for your interest in being part of our Senior Leadership Team as **Deputy Headteacher**.

As you will see from other elements of this application pack, the whole school community is proud of the school, its vision, ethos and values. Being a member of William Farr, in any form, brings an overwhelming sense of belonging that is palpable throughout the school.

Our school has a deeply rooted local history, and was founded in 1952 by the local vicar, William Farr, after whom the school is named, and whose vision was for a local school serving the needs of a local community.

Since its inception, right up to the current day, the school has, therefore, placed itself strongly in the heart of the community of Welton and surrounding villages, a few miles from the beautiful cathedral city of Lincoln. The school gained a sixth form in 1995 and obtained academy status in 2011.

It is with this background that we welcome your interest in being a key part of the Senior Leadership Team of the school.

Our school has a record of high academic achievement and prides itself in preparing young people for life beyond William Farr School. This is achieved through high quality teaching, and care and guidance support for all our students. We offer a wide curriculum of study and an extensive range of extra-curricular activities, including visits to complement learning, and to support students in areas outside academia.

The Governing Body is looking to appoint a Deputy Headteacher who is dynamic and motivated with a proven track record in school leadership. We want our new Deputy to support the Headteacher in his drive to build on the existing strengths of the school, and also to move the school forward through innovation and best practice, enabling us to grow other areas of strength. The successful applicant will be an integral member of the team, leading highly committed staff and supported by the Governing Body to serve the interests of the school and community in upholding our vision to encounter 'life in all its fullness'.

I hope that what you discover about our school will enthuse and encourage you to apply for this role. Tell us why you are the right person for William Farr, and why we should choose you for the role.

Yours faithfully

Jeffrey Heskins
Chair of Governors





WILLIAM FARR

C of E Comprehensive School

Dear Applicant

Thank you for your interest in applying for the Deputy Headteacher post at William Farr Church of England Comprehensive School.

William Farr is a large, mixed, non-selective, 11-18 school with approximately 1450 students on roll, including 246 in the Sixth Form.

The school's vision is to provide all members of the school community with the opportunities to engage in 'life in all its fullness' (John 10:10) through the highest quality of education, encouragement and endeavour.

The school is committed to striving for excellence and ensuring that all students are known, valued and can achieve. Our six core values, **Compassion, Friendship, Perseverance, Respect, Responsibility and Wisdom** underpin our school vision and educational philosophy. Central to the success of the school is the harmony that exists between excellent academic achievement and the careful nurturing of each individual student to help prepare them for life beyond William Farr. This is achieved through high quality teaching and strong care and guidance support for students. The result is a school with a vibrant, well-founded and caring Christian ethos, encouraging and enabling all to flourish.

The school has been judged as 'outstanding' in the last two Ofsted inspections (the last being in 2009), and in 2019 was awarded the highest grading of 'excellent' in our Section 48 SIAMS church inspection.

Having been appointed as Headteacher of William Farr in February 2020, I am looking to appoint a second Deputy Headteacher (Care and Guidance) who will work with me and the Senior Leadership Team to help move the school forward by strengthening existing practice and creating a more outward facing school at this exciting time in its development. The vacancy has arisen due to a restructuring of the Senior Leadership Team.

If you are an inspirational, strategic senior leader with a proven track record at senior leadership level and would like to join a dynamic, supportive team to further drive the school improvement, we would be delighted to receive an application from you.

I would encourage you to visit the school, prior to application, if at all possible so that you can see for yourself what makes William Farr such a unique school.

Yours faithfully

Jonathan Knowler
Headteacher



WILLIAM FARR

C of E Comprehensive School

Dear Applicant

We are incredibly grateful that you have shown an interest in the position of Deputy Headteacher at William Farr School, a community of like-minded individuals, which we are proud to represent. In the school council, we believe that each and every student should be heard, acknowledged, and understood. We rely on the senior members of staff to act as a gateway in order to turn our ideas into realities. William Farr is inclusive, diverse, and passionate. The relation between the students and staff is one that we believe is vital, if the students are to get the best of their experience here. We find great excitement in the prospect of you joining us in creating a bridge between students and staff - aligning our school with its greatest potential.

The school council acts as a vessel for students' ideas: we take great pride in our abilities to ensure that the individuals of William Farr have a voice. The school council is a collective group of students, democratically elected by peers, with a shared enthusiasm regarding the school's ongoing progress. We govern our own meetings at least once every half term with younger year representatives, in order to discuss ways of making our school a school for everyone. Our aims span a wide array of new and exciting ideas and concepts, including improving hygiene facilities, running large-scale charity fundraisers, and challenging long-standing policies within school, for the better. As new leadership is introduced into our school, we are keen to work alongside you in developing the opportunities that we, as a school council, require.

As representatives of the student council, we are increasingly conscious of the spiralling concerns regarding the environment and the costly impacts we have upon it. We aim to review the school's current procedures in reducing our carbon footprint and, where required, integrate revised plans to ensure that our impact on the environment is a positive one. We also share an increasing concern in the urgent need to revert school back to 'normality' after the multitude of impacts that the pandemic has had on our school and its community. We aim to introduce more clubs and house events to blend the different years - allowing for a stronger unity and greater opportunity amongst students - which we believe will play an essential role in restoring what younger years have lost. We also hope that sometime in the near future, we can create a large-scale charity, even to help the wider community. Charity has always been an essential part of William Farr and we aim to continue this for years to come.

The council stands by William Farr's core values: we Respect the ideas, questions and solutions suggested by our school - we can Persevere through all the difficulties we may face together - we share and listen to each other's Wisdom - we face problems with the utmost Compassion - we value the Friendship that we have gained by working alongside one another - and we take Responsibility as school council for improving the experience of all who visit William Farr.

We look forward to the prospect of working with you in the future to optimise William Farr's potential and aid us in preserving the school's passionate ethos, as well as supporting our students to enjoy 'life in all its fullness'.

Lottie Hooton and Tolan Enderby
Heads of School Council



WILLIAM FARR

C of E Comprehensive School

Person Specification - Deputy Headteacher

Qualifications and Experience

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Certificate – (C) Interview – (I) Reference – (R)
Graduate with Qualified Teacher Status (QTS)	E	C, A
Significant and successful senior leadership and management experience within a secondary school setting including management of staff, policy implementation, curriculum development and relationship with staff, students, parents and governors.	E	A, I, R
Evidence of proactively pursuing continued professional leadership development, life-long learning and national trends in education	E	A, I, R
Experience of having secured good and sustained student progress through their own teaching and/or leadership	E	A, I, R
Evidence of working proactively and successfully in partnership with governors, staff, parents, students, the local community, businesses, outside agencies and other educational establishments	E	A, I, R
Experience of working with church schools	D	A, I
Postgraduate qualification	D	C, A
Experience of working with a sixth form	D	C, A
Experience of Ofsted inspection at leadership level	D	A, I

Safeguarding Students

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Certificate – (C) Interview – (I) Reference – (R)
Current and up-to-date safeguarding training and the commitment to safeguarding and promoting the welfare of students	E	A, C
Current safer recruitment training	E	I

Professional Qualities and Personal Knowledge

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Certificate – (C) Interview – (I) Reference – (R)
Understand the distinctive nature of a Church School, a commitment to embrace the Christian ethos and continue to embed the church school values, and will play a key part in the spiritual development of the school and wider community	E	A, I
Proven track record of raising and evaluating standards, school improvement, the quality of teaching and delivery/development of the curriculum. To include: target setting, monitoring, evaluation, assessment, data analysis to further improve outcomes for all staff and students.	E	A, I, R
Ability to manage own workload and that of others to allow an appropriate work/ life balance.	E	I
Ability to provide constructive feedback to staff and students which promotes next step development whilst recognising achievement and values in everyday work and practice	E	I
The ability to develop and embed a culture and ethos of challenge and support for all, with high expectations for the whole school community.	E	A, I
Excellent self-management skills in time management, prioritising, planning, preparation, change management and delivery.	E	A, I
Ability to motivate staff and students whilst inspiring and giving respect	E	A, I
A person of integrity, creativity who inspires trust and loyalty.	E	A, I

Students and Staff

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Certificate – (C) Interview – (I) Reference – (R)
Evidence of creating an environment which enables the personal, social and emotional development of each child in order to optimise learning potential.	E	A, I
Work closely with governors in generating and agreeing the strategic intentions for the school including those relating to learning and teaching.	E	A, I
Demonstrate a positive and inspirational leadership style even under pressure.	E	I
Promote a climate of respect, equality, personal worth and empathy within the school community and in accordance with the Church of England affiliation of the school.	E	I
Generate excitement and enthusiasm about learning within the school as a learning community and inspire all staff and students to produce their best results.	E	I

Systems and Process

Evidence from application form, formal interview and the references	Essential (E) Desirable (D)	Application – (A) Certificate – (C) Interview – (I) Reference – (R)
Capacity to undertake effective strategic financial, budgetary and resource management to ensure compliance, efficiency and understanding and implementing value for money.	E	A, I
Understanding statutory responsibilities and core functions of governance and working alongside an effective Governing Body.	E	A, I



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Job Description: Deputy Headteacher (Care & Guidance)

Reporting to: Headteacher

Responsible for: Assistant Headteacher, Heads of Year, Education Welfare Officer, Attendance Officer and Pastoral Assistants

Core Purpose

The Deputy Headteacher (Care and Guidance), working with the Headteacher, will play a significant role in:

- Creating an educational environment where students are known, valued and supported as individuals to achieve their potential through a distinctive Christian ethos.
- Ensuring every young person has access to a broad, balanced and inclusive curriculum, with the highest quality of teaching and care and guidance support.
- Supporting students to acquire the necessary skills and personal qualities to be independent, resilient, life-long learners who are ready to take their place in the world as global citizens.
- Formulating, monitoring and reviewing the school's strategic priorities in line with our vision through a rigorous system of self evaluation and benchmarking.

The Deputy Headteacher will be expected to deputise for the Headteacher in their absence.

Main Responsibilities

QUALITIES AND KNOWLEDGE

- Support the day-to-day management of the school.
- Communicate the school's vision compellingly and support strategic leadership.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with political and educational developments, and have a good knowledge of education and support systems locally and nationally.
- Work with financial astuteness, translating policy into the school's context.
- Seek training and continuing professional development to meet own needs.

STUDENTS AND STAFF

- Lead on student behaviour and attitudes and personal development in line with our vision and values.
- Lead and support Heads of Year in the management of their year groups to ensure students receive the highest quality of care and guidance support and intervention.
- Ensure high levels of student attendance working with key stakeholders.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.

STUDENTS AND STAFF

- Work closely with the Headteacher, Senior Leadership Team and Governing Body.
- Identify emerging talents, coaching current and aspiring leaders.
- Encourage stakeholders to feed back ideas, experiences and concerns with a view to improvement in the school.
- Hold staff to account for their professional conduct and practice.

SYSTEMS AND PROCESSES

- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour.
- Ensure robust quality assurance systems for care and guidance and off-site provision to drive school improvement.
- Ensure appropriate data is available in a timely manner to improve student outcomes.
- Analyse and report on student progress towards targets.
- Ensure the school uniform policy reflects the high expectations and dress code of students.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide reports for the Headteacher, Senior Leadership Team and Governing Body on areas of responsibility as requested.
- Support strategic financial planning to ensure effective use of budgets and resources.
- Promote systems of communication within and beyond the school.
- Ensure the school is well-prepared for an Ofsted and Church inspection in areas of responsibility.

THE SELF IMPROVING SCHOOL SYSTEM

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for students, champion best practice and future-proof the school.
- Develop effective relationships with fellow professionals.
- Model innovative approaches to school improvement and leadership.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Additional responsibilities

- Fulfil the role of Line Manager for allocated departments.
- Support staff mental health and well-being.
- Assist in the recruitment process and induction of new staff.
- Performance manage staff.
- Fulfil the role of Team Leader for staff duty teams.
- Carry out the role as Deputy Designated Safeguarding Lead as required.
- Oversee the organisation of Parents' Evenings.
- Review and update relevant school policies when required.
- Organise and contribute to staff in-service training.
- Pro-actively liaise with parents and external agencies.
- Attend school events/activities, Open Evenings, Parents' Evenings and Governing Body meetings.
- Ensure equality of opportunity for all staff and students.
- Carry out other duties, appropriate to the level of the post, as directed by the Headteacher.
- The postholder will be expected to fulfil a teaching commitment.
- Any other duties commensurate with the position.



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C of E Comprehensive School

How To Apply

Closing date: Thursday 27 January 2022 at 9am

Interviews: Tuesday 8 March and Wednesday 9 March 2022

School Visits

Candidates who wish to visit the school prior to completing their application should email our HR Manager, Darren Foster, on d.foster@williamfarr.lincs.sch.uk or call 01673 866900.

Visits will take place on: Friday 14 January 2022 2pm-3pm or 4pm-5pm
Thursday 20 January 2022 2pm-3pm or 4pm-5pm.

Job Description

This informs you about the main duties and responsibilities of the post.

Person Specification

This outlines the personal and professional qualities, skills and experience we are seeking to fulfil the Job Description. This also outlines the criteria we will use to shortlist candidates invited for interview.

Applying

Please apply via the TES website only.

Applicants should complete the application form and submit a letter of application explaining how their skills and experience, as stated in the Person Specification, equip them for the responsibilities of this post.

The letter of application must be inserted into the application form before uploading it.

The letter of application should be no more than two sides of A4 paper in font size 12, Calibri.

STRIVING FOR EXCELLENCE



A DISTINCTIVE VISION

William Farr Church of England Comprehensive School's vision is to provide all members of the school community with the opportunities to engage with life in all its fullness (John 10:10) through the highest quality of education, encouragement and endeavour. We are committed to striving for excellence and ensuring that all students are known, valued and can achieve.

VALUES

Compassion, Friendship, Respect, Perseverance, Responsibility, Wisdom.



WILLIAM FARR

C of E Comprehensive School

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