



Candidate Recruitment Pack

# Deputy Headteacher

**Closing Date** | Monday 23<sup>rd</sup> May 2022

**Interviews** | Friday 27<sup>th</sup> May 2022

**Start** | September 2022



# A welcome from the CEO

Dear Candidate

Thank you for your interest in this exciting position.

Stradbroke High School is a great school to work in. We have motivated students, hardworking staff and great facilities. The school is in a lovely rural location and enjoys an excellent local reputation.

We are highly ambitious for the school and this is a key appointment to help the school in its drive to be 'outstanding.' This position would be ideal preparation for future Headship. The post has arisen due to the promotion of the current post holder to the Headship of another school in our Trust.

The exact duties will be negotiated with the successful candidate. It is likely to include a lead role in assessment, curriculum, data and achievement. We are looking for the right person to compliment the team, with drive, enthusiasm, and evidence of significant impact at either middle or senior leadership level. You will have students at the core of your educational philosophy, be research informed and have a strong commitment to professional development; both your own and that of colleagues. Further, developing teaching and learning at the school will be a crucial part of the role.

We will provide you with access to trust wide professional learning and networks across our trust – to support the delivery of a world-class education. If you would like an informal conversation about the role please contact Jade on 01953 609000, ex 3497 or [jade.obrien@se-trust.org](mailto:jade.obrien@se-trust.org) and we will arrange a conversation with either Karen Millar, Headteacher or Jonathan Taylor, CEO.

If all this excites you, please apply!

Best wishes

Jonathan Taylor MA  
**CEO**

Karen Millar  
**Headteacher at Stradbroke High**

# Our trust

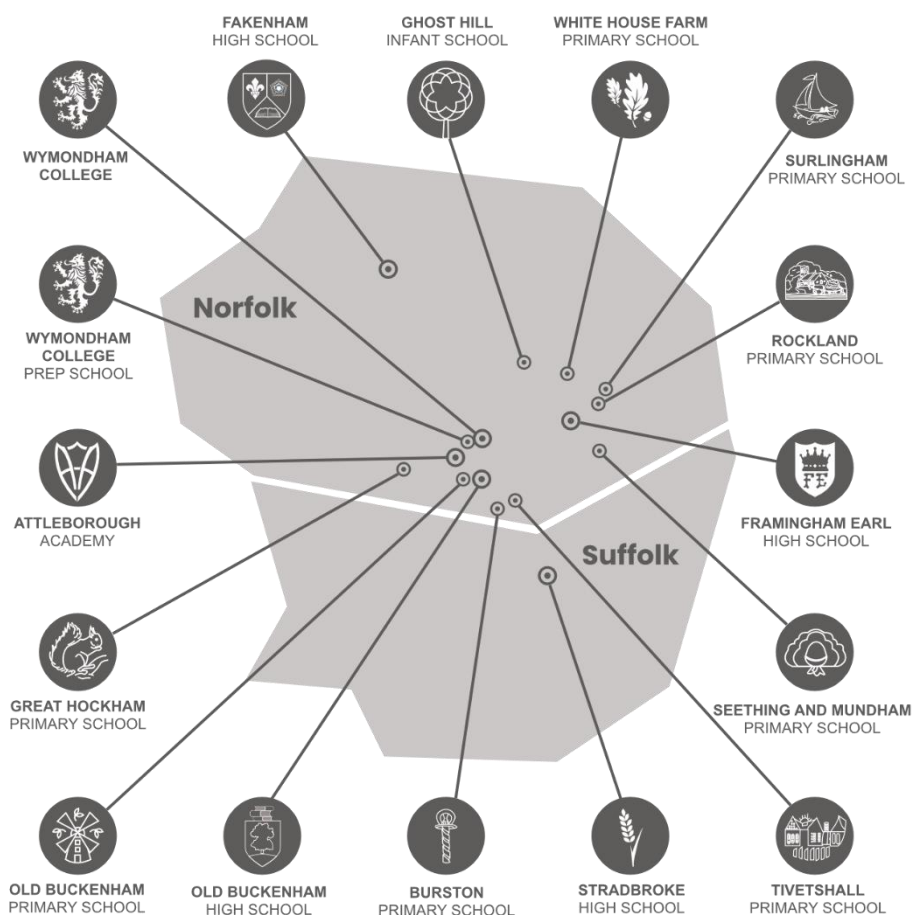
The Sapiientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapiientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety, ICT and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.



# Testimonials

**Sue Baldwin, Regional Schools Commissioner, wrote the following in an article for the Confederation of School trusts:**

'Many of the Trusts we work with are interested in and participating in growth and development activities. One such is Sapientia Education Trust. Sapientia has 16 schools – six secondaries and ten primaries - across Norfolk and Suffolk, with seven of its schools joining in the last three years. Sapientia grew out of the founder school, Wymondham College, which is the largest state boarding school in the country, with successive Ofsted 'Outstanding' judgements to its name. Some of the key factors of successful growth at Sapientia have included: an excellent school improvement strategy, robust financial management, strong leadership across the trust exemplified by the CEO and National Leader of Education Jonathan Taylor, and extensive involvement and support to other schools and Trusts via vehicles such as the ENCOMPASS Teaching School Alliance (which Sapientia is a core member of). Driving up educational standards - not only in its own schools but within the region and beyond - has been the bedrock of Sapientia's considerable achievement.'

**Ofsted has recognised the impact of our work in a number of recent inspections:**

*"Leaders and the trust have created a have created a climate where pupils and staff feel valued and supported."* (Tivetshall Primary Oct -2021)

*"Staff are proud to work at the school and say that leaders are mindful of their well-being and workload. They appreciate the wide range of professional development available through the trust, including training to improve their subject knowledge and curriculum planning."* (Great Hockham Primary – Nov 21)

*"The trust has added impetus and expertise"* (Attleborough Academy – Nov 21)

*"Staff value the training and support they receive, including that provided by the Trust"* (Burston Primary – Dec 21)

*"Leaders responsible for early years, English and mathematics have received effective support and training from the trust. Leaders are knowledgeable, enthusiastic and clear about what needs to be done next for standards to continue to rise"* (Old Buckenham Primary – Feb 2019)



# Stradbroke High School

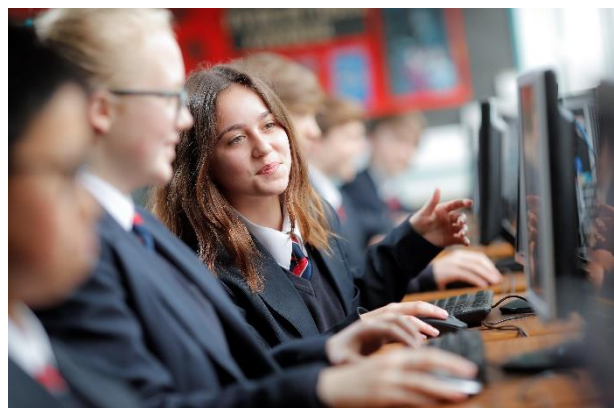
**Stradbroke High School is a community school with 340 students. As one of the smallest high schools in the country we are proud of the positive relationships between all members of our community. At our last Ofsted in February 2018, we were once again deemed 'Good' in all areas. We serve a large rural area in the heart of North Suffolk.**

**Stradbroke itself is a small but bustling village well served by a leisure centre, doctors surgery, shop, post office, numerous public houses and bakery. It has good road links despite its location, with Diss train station with access to Norwich and London only 15 minutes away.**

We are proud of our academic achievements, and our incredibly broad and varied curriculum. In 2019, our P8 figure for GCSE results was +0.34 with 62% of students achieving a grade 4+ in both English & Maths, which puts us above the national average for students' progress. Our students consistently achieve well, and our results are consistently among the highest in Suffolk.

The school has extensive facilities including a MUGA sports pitch, sportshall, large and well maintained grounds, specialist facilities for all subjects and has been heavily refurbished with a new roof and windows since joining the trust.

Informal visits or discussions are welcomed and can be arranged by contacting Karen Millar, Headteacher – 01379 384387 [k.millar@shs.set.education](mailto:k.millar@shs.set.education)



# Job description

## Deputy Headteacher

### Job purpose

The Deputy Headteacher will play a crucial role in supporting the Headteacher in promoting the highly effective day to day leadership of Stradbroke High School. This post is offered on a full time, permanent basis.

The Deputy Headteacher will play a crucial role in the further development of the school on its journey to 'Outstanding' with a particular focus on continued curriculum development, assessment & data tracking, staff professional learning opportunities and internal quality assurance.

Each member of the SLT is expected to work collaboratively with other members of the team and ensure that students' best interests are at the heart of all decisions made and implemented.

### Line manager

Headteacher

### Specific Responsibilities will include;

- Support and deputise for the Headteacher;
- Undertake responsibility for liaising with Heads of Department to ensure pupil progress and department development;
- Manage budgets for specific areas as required;
- Lead on the school's staff further professional development programme and activities;
- Lead on the development of the curriculum at KS3 and KS4 including QA processes, assessment and progress tracking via data systems such as 4Matrix & Go4Schools;
- Timetable (if required);
- Liaise with and help coordinate examinations, both internal and external with the Exams Officer, including coordinating the exam preparation processes and systems;
- Provide the Headteacher with data and analysis for internal documents and for SET and the Local Governing Body
- Attend LGB meetings as required;
- Support and uphold the school policies on behaviour, discipline and bullying;
- Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum;
- Work closely with the SENCO and Teaching Assistants;
- Set targets for student attainment levels.



# Job Specification

## Professional Competence

Stradbroke High School expects its leaders to have the following professional competences:

- Be an Outstanding Teacher, with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress
- Have excellent understanding of what constitutes excellence in teaching and learning
- Have a keen understanding of data and be able to analyse patterns in performance over time
- Be a positive role model for students and staff on a day-to-day basis
- Collaborate effectively with staff, parents/carers and students
- Liaise and work with partner schools, Examination Boards and other relevant external agencies in the pursuit of continued improvement
- Excite and engage visitors about the school at Open Evenings and all other events
- Have very high expectations of the learning of all students at all times

In addition, the person appointed will:

- Contribute to the wider Sapientia Education Trust vision and uphold our values
- Have substantial leadership experience, with a minimum of 3 years as a middle leader/TLR post holder and evidence of whole school impact
- Have excellent leadership, interpersonal and communication skills, be able to work with colleagues from different disciplines and partners from the wider community for the benefit of students

It is likely that the successful applicant will already have a record of high-profile success in a leadership role in a previous appointment. S/he is likely to have the capacity for further professional and career development.

## Experience

### Essential

- A proven track record of outstanding teaching and learning including excellent knowledge of strategies for raising achievement and achieving excellence.
- Proven recent successful middle or senior leadership in the UK that motivates, challenges and develops students and staff and includes excellent knowledge of how to build and sustain a learning community.
- Working productively with parents, governors and the wider community.
- Use of QA to monitor and evaluate performance – at school, department and teacher level
- Building and sustaining an effective learning community.
- Managing performance of staff and understanding the relationship between CPD and sustained school improvement.

- Strategic planning processes including leading change, creativity and innovation.

### **Desirable**

- Working cooperatively with other schools in partnership.
- Understanding of Curriculum design and management including the wider curriculum beyond school and the opportunities it provides for pupils and the whole school community.

## **Skills**

### **Essential**

- Lead, inspire, challenge and empower teams / individuals to perform outstandingly
- Demonstrate personal and professional integrity and an ability to model the values and vision of the school
- Excellent communication skills with a range of audiences
- Think strategically, build and communicate a coherent vision in a range of compelling ways
- Emotional resilience in working through challenges
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm
- Give and receive effective feedback and act to improve personal performance

### **Desirable**

- Professional Development in preparation for Headship, NPQH or equivalent
- Excellent skills of collaboration and networking for the benefit of students
- Knowledge of how technology can be used to support and improve T&L
- Demonstrate 'political' insight and anticipate trends





## Personal Attributes

### Essential

- Passionate about education and educational issues
- Constant drive for improvement
- Ability and energy to inspire the best in others
- Exceptional personal integrity and character
- Evidence of commitment to significant continuous professional development.
- Culturally agile and adaptable
- Personal confidence, determination and resilience
- Personal impact and presence
- Displays sensitivity
- Sense of humour and approachability

### Desirable

- Keen for the potential of further career development.
- Both a team player and a leader.
- Displays Emotional Resilience.

## Person Specification

### Qualifications

Qualified to degree level	Essential
Qualified Teacher Status	Essential

### Personal Attributes

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Culturally agile and adaptable.	Essential
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Sense of humour and approachability	Essential
Keen for the potential of further career development	Desirable
Both a team player and a leader	Essential

# Terms and Conditions

This post is offered on a full-time, permanent basis and is based at Fakenham Academy.

## Remuneration

L10 – L14 - on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.

The Trust provides a SODEXO benefits package to all staff.

## Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## Interview process

**Application will be considered upon receipt.**

### Interview process

- Candidates will be shortlisted
- Psychometric tests will be sent for completion
- References will be requested

The interview process may include:

- Lesson observation and feedback
- An assembly
- Values based interview
- Staff and Pupil panel
- Written tasks
- Data task
- School Improvement task
- Meetings with staff, pupils and governors
- Final panel, including presentation

## How to apply

Complete an online application form via our website - <https://www.se-trust.org>  
Please explain how your experiences to date equip you to lead a world class education at Stradbroke High School. Please limit to 1000 words.

## Pre application visit

If you would like to visit the school or would like an informal discussion, please contact Karen Millar – Headteacher 01379 384837, [k.millar@shs.set.education](mailto:k.millar@shs.set.education)





# Sapientia

EDUCATION TRUST

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