

NIHIL NISI BONUM



**Birkdale
High School**

Aspire - Thrive - Succeed

Headteacher Information Pack

Closing date for applications: 20th February 2023 at noon

Interviews will take place on 1st March and 2nd March 2023

Salary: Leadership Point 26-32 (Group 6) (£81,927 - £94,898)

Contract type: Permanent/full-time

Start Date: 1st September 2023





**Birkdale
High School**

**Southport
Learning
Trust**



Dear applicant,

January 2023

Thank you for your interest in the role of Headteacher of Birkdale High School. The Governors are looking to recruit an inspirational leader to take Birkdale High School further on its journey towards excellence from the 1st September 2023, following the retirement of our current Headteacher, Mr Gil Bourgade.

The school is widely recognised as specialists in the education of boys and firmly believes that this gives us the opportunity to create a unique environment that enables students to develop to their full potential both academically and personally, free from many of the gender-based prejudices that so often put pressure on young men.

As you consider whether to apply for this post, I warmly invite you to visit the school to form your own impression of our traditional but vibrant school community and to meet some of the enthusiastic and talented staff, who inspire our students to success. Tours will be conducted by Mr Bourgade.

You will find our school situated in the attractive coastal location of Birkdale, close to Southport with excellent transport links to both Liverpool and Manchester. We are a member of a family of schools within the Southport Learning Trust meaning you will have access to collaboration and support at all levels from the other Headteachers and schools in the Trust as well as the Central Team including our CEO, Ian Raikes.

Our motto at Birkdale High School is *Aspire - Thrive - Succeed*. It is embedded in everything we do throughout the school community and this role provides a unique opportunity for you to build on the current achievements of the school and to further develop your career. You can be assured of the full support of capable and committed Governors and Trustees as you lead our school onwards.

An application form can be found on the school website at birkdalehighschool.co.uk. Please return your application by email to recruitment@birkdalehigh.co.uk. Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible. We have a strong safeguarding culture and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks, online checks and satisfactory written references which we will apply for prior to the interview.

If you think you are the candidate to lead our school moving forward, I look forward to receiving your application and to hopefully meeting you soon. Please contact the Headteacher's PA Karen Anslow by email at kanslow@birkdalehigh.co.uk to make arrangements to visit the school.

Best wishes,

Paul Blott
Chair of Governors

Headteacher – Job Description

The Headteacher will:

- Provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement
- Work with and through others to sustain the school's ethos and strategic direction
- Secure the commitment of the wider community to the school

Main tasks

1. Strategic direction and development

- Work with the Governors, in consultation with other interested parties, to lead, develop and support the strategic direction, vision, values and priorities of the school
- To create a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for leading school improvement to move the school from good to outstanding
- To work with governors and staff to develop, implement and evaluate systems, policies and processes that enable the school to operate effectively and efficiently
- To ensure that all members of the school community are committed to its aims, motivated to achieve them, and involved in meeting objectives and targets to secure success

2. School culture and behaviour

- Build a school culture that takes account of the richness and diversity within the school community and where all pupils experience a positive and enriching school life
- Develop effective relationships and communications, which underpin a professional learning community that enables everyone in the school to achieve
- Determine, organise and implement a policy for the care, personal development and well-being of pupils. Lead a strong safeguarding culture
- Encourage high standards of behaviour through a behaviour policy that is clearly understood by staff and pupils and which uses consistent and fair approaches to managing behaviour

3. Teaching and learning

- Determine, organise and implement a broad and coherent curriculum relevant to the needs and abilities of all pupils and prepare them for the next phase of their education and life
- Have ambitious expectations for all pupils, providing additional support and adaptation for those with SEND
- Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement
- Create and promote strategies for developing equal opportunities and inclusion for all members of the school community
- Work with schools in other key stages to ensure satisfactory transfer and progression of pupils
- Build a collaborative learning culture within the school and Trust and engage with other schools and the wider community, to build effective learning communities

4. Managing resources, leading and managing staff

- Maintain an organisational structure that reflects the school's values and enables the management systems, structures and processes to work effectively in line with key priorities and rigorous self-evaluation
- Ensure effective planning, allocation, support and evaluation of work, ensuring clear delegation of tasks and devolution of responsibilities, paying due attention to workload
- Provide opportunities for growth and continuing professional development of the teaching team, creating an inspiring, professional work environment and modelling behaviour consistent with the school's values and aspirations
- Ensure that all staff receive regular performance reviews and have individual professional development plans to address skills gaps
- Put in place effective team communication mechanisms to ensure that all staff are involved in the school improvement plan and kept informed of key priorities and developments
- Manage the school's financial and human resources efficiently, setting appropriate priorities for expenditure and ensuring the effective administration and control of the school budget
- Ensure the safety and welfare of all in school through effective management of safeguarding and due regard to health and safety regulation, including rigorous attention to identifying, managing and mitigating risk

5. Accountability

- Provide information, objective advice and support to the governing body to enable it to meet its responsibilities and deliver good value for money
- Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

6. Strengthening Community

- Support, contribute to and lead the work of the Southport Learning Trust family of schools
- Create and maintain effective partnerships with parents and carers to support and improve pupils' achievements and personal development
- Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities
- Develop partnerships with feeder primary schools and the wider school community
- Actively promote the school as a centre of excellence for education and families in the local community
- Maintain good working relationships and create partnerships with other professionals and colleagues within our locality to improve educational opportunities and outcomes in the area.

Headteacher – Person Specification

Headteacher - Person Specification	Essential/ Desirable	Source*
Qualifications		
Qualified teacher status	E	A
Degree	E	A
National Professional Qualification for Headship	D	A
Professional Development		
Evidence of regular, recent and appropriate professional development for the role of Headteacher	E	A
Has successfully undertaken appropriate Safeguarding training	E	A
School leadership and management experience		
A proven track record of successful senior leadership in a secondary school	E	A/I/R
Active involvement in financial management of a secondary school	E	A/I/R
Knowledge and understanding of strategic financial planning and budget management in relation to school improvement/pupil achievement	E	A/I
A proven track record of successfully leading the development of staff	E	A/I/R
Evidence of successfully improving and achieving consistency in classroom practice	E	A/I/R
Experience and knowledge of teaching		
Experience of teaching in more than one secondary school	D	A
To have a working and current knowledge/understanding of Key Stages 3 & 4	E	A/I
A proven track record of having effectively used data, assessment and target setting to raise standards/address weaknesses	E	A/I/R
Successful experience of meeting the needs of all pupils through high quality teaching and support strategies	E	A/I/R
Professional Attributes		
Demonstrate an understanding of the needs of the pupils in our school and how these could be met	E	A/I
To be pupil-centred and able to demonstrate an understanding of the role pupils can play in school improvement	E	A/I
Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E	A/I/R

Excellent written and oral communication skills (assessed at all stages of the process)	E	A/I/R
Show a good commitment to sustained attendance at work	E	A/I/R
Professional Skills, Qualities and Knowledge		
The ability to demonstrate experience, knowledge and understanding of the Headteachers' Standards 2020	E	A/I/R
Excellent knowledge of Keeping Children Safe in Education and Working Together to Safeguard Children	E	A/I/R
Ability to demonstrate experience, knowledge and understanding of the current Ofsted Education Inspection Framework	E	A/I
Personal Qualities		
Able to create a clear vision for school improvement that builds upon existing strengths in our school	E	A/I
Able to inspire, challenge, motivate and empower teams and individuals to achieve high goals	E	A/I/R
Able to demonstrate the capacity to be a strong and visible leader	E	A/I/R
Approachable and person-centred, valuing the views of pupils and staff	E	A/I/R
Able to build and maintain quality relationships through outstanding interpersonal skills	E	A/I/R
Inspiring trust and confidence across the school and community	E	A/I/R
Able to manage and resolve conflict	E	A/I/R
Able to prioritise, plan and organise themselves and others	E	A/I/R
Demonstrates a capacity for sustained hard work with drive, passion and resilience	E	A/I/R

Confidential References and Reports	
Positive recommendation from all referees, including current employer	E
Application Form and Supporting Statement	
The form must be fully completed and legible.	E
The supporting statement should be clear, concise and related to the specific post	E

**A=application form & supporting statement, I=interview, R=reference*

Application and Interview Process

The application form should be downloaded and submitted electronically **no later than noon on 20th February 2023**. Candidates are asked to email completed applications and to recruitment@birkdalehigh.co.uk.

Shortlisted candidates will be invited to interview on 1st and 2nd March 2023 at Birkdale High School.

Birkdale High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.