

Bungay High School

Part of the East Anglian Schools' Trust - EAST



Applicant Information Booklet

Role: Headteacher (September 2021)

L28 – 34 (£81,942 - £94,914)

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BUNGAY HIGH SCHOOL

Founded in 1565

"Opportunity, Aspiration and Excellence for All"

Queens Road • Bungay • Suffolk • NR35 1RW

Tel: 01986 892140 • Email: mail@bungayhigh.co.uk

Website: www.bungayhigh.co.uk

Headteacher: Angelo Goduti MA

Dear Applicant

Thank you for your interest in the post of Headteacher at Bungay High School. We hope that you will find this information pack useful, and that it will encourage you to apply for the headship of our school.

The Governors of Bungay High School and Trust Board of East Anglian Schools Trust (EAST) are seeking to appoint an inspirational and visionary leader to replace our outstanding Headteacher, Angelo Goduti, who is leaving us to take up the position of Chief Executive Officer for EAST. Under his leadership we have acquired an enviable and deserved reputation for opportunity, aspiration and excellence for every student, despite how demanding that vision may sometimes be.

We now have the challenging task of appointing a successor to Angelo and are looking for a leader who will match his vision and commitment without compromise. Our ethos is built on inclusion, fairness and opportunity, setting the highest academic standards and stretching expectations for every student, all of whom play a full part in the life of our school.

We offer a broad curriculum and our students attain consistently excellent outcomes. Though relatively small, our inclusive Sixth Form cohort is a vibrant and vital part of our school community.

We already have specialist support in school for our students with hearing impairment, and an active 'signing' choir, but from September 2021 will have a Hearing Impairment Resource unit with the capacity to provide specialist support for up to eight students.

With an increasing roll (currently 920), we have a project in place with the Local Authority to expand our school buildings in 2021 and 2022.

We are a high achieving school, with a Progress 8 of 0.49 in 2018 and 0.32 in 2019, and our last full Ofsted inspection in 2016 rated us "Good", so are seeking a dynamic and aspirational leader who can continue our development and improvement. We have an outstanding Senior Leadership Team and a committed, well-established and resilient staff cohort.

We pride ourselves on our support for parents and carers, our communication with them and working collaboratively and positively with them whenever necessary, in order to achieve the best academic experience and outcomes for every student. These relationships have been crucial in navigating all of the challenges that the pandemic has presented. Delivering a comprehensive package of remote learning, including delivering laptops to a large number of students to support their home learning during the first lockdown, whilst also ensuring access to learning in school for those students needing careful bespoke support, challenged us all. We have an outstanding pastoral team and their work was invaluable in ensuring the support and safety of all our students in these exceptional circumstances.

Reopening with all of the attendant risk assessments and Covid security measures in place meant that the summer break was almost non-existent for many staff, but it is a measure of the outstanding leadership team and the entire staff cohort that all of these things were achieved.



We offer a wide range of extra-curricular activities; Sport is part of the fabric of the school and we have outstanding Music and Drama departments, with our concerts and musical theatre performances regularly attracting capacity audiences. Sadly, these too have fallen victim to the current restrictions.

Our Open Evening and Teas & Tours, normally offered to all prospective students, their parents and carers, were also curtailed by the pandemic, but with their unerring capacity for innovation a video tour of school, hosted by Angelo and his deputy Sophie Myers, posted on our website, attracted a huge number of downloads and viewings, resulting in the potential for our 2021 intake to be a record number.

We also have a committed, experienced and engaged governing body and believe that all of these things, taken together, offer you an exciting opportunity to lead an exceptional school.

EAST was established in September 2019 by the joining of three single academy trusts into one multi academy trust. EAST endeavours to develop a passion for learning, encouraging enquiring minds and resilient, confident learners from age 3 to 19. We foster mental and physical well-being and endeavour to understand and meet the needs of all our pupils and staff encouraging respectful, trusting relationships. We nurture our pupils to be tolerant and respectful towards different cultures and to be active and principled global citizens. Bungay High School was a founding member of EAST and has played a pivotal role in developing the trust, sharing best practice, enabling the centralisation of the finances and strengthening the financial security of EAST.

The Trust Board has noted the increased popularity of Bungay High School with a reputation that has deservedly grown as the outcome for students have improved. The next Headteacher will be tasked with expanding the school to accommodate this growing student population, will enable the Trust Board to keep abreast of developments and will work for a CEO that is committed and passionate about the outcomes for all EAST learners, staff and governors.

It is a particularly stimulating time for EAST with the planned set up of a Communication and Interaction Free School in Bungay, scheduled to open in September 2021, as an important addition to EAST, addressing specialist SEND needs. Growing a trust is always exciting, but the opportunity to set up a new school is both unique and inspiring.

If you wish to apply, please ensure your letter addresses the key elements of the Job Description and Person Specification you judge to be most relevant to our requirements. We are particularly keen to hear of your leadership expertise and experience, and your vision for Bungay High School. You are very welcome to make an informal visit to the school to enrich your understanding of our context.

Please telephone 01986 891642 to make an appointment with Jayne Capps-Jenner, Headteacher's PA at Bungay High School. Visits would be carefully managed within Covid guidelines.

We do hope you will apply for this exciting opportunity.

Yours faithfully

Sylvia Knights
Chair of Governors

Louise Franks
Chair of EAST's Trust Board

Timetable for Appointment

Advertisement 'goes live'	Wednesday 16 December 2020
School tours will be carefully managed within Covid restrictions	Please contact Mrs J Capps-Jenner to arrange (01986 891642) jcappsjenner@bungayhigh.co.uk
Advertisement 'closes'	Monday 25 January 2021
Shortlisting	Tuesday 26 January 2021
Interview	Monday and Tuesday 1 and 2 February 2021
Start date	September 2021

Letters and completed application forms should be submitted to:

Mrs Sylvia Knights, Chair of Governors
(with envelopes addressed to Jayne Capps-Jenner, Headteacher's PA)
Bungay High School
Queens Road
Bungay
NR35 1RW

Information about Bungay High School

Pastoral Care



Bungay High School is organised into four Houses; Gryffin, Pegasus, Phoenix and Wyvern. Within these four houses the tutor groups are vertical and include students from Years 7, 8, 9 and 10. Year 11 are in Year group tutor groups so additional focus towards their GCSEs can be applied. The Pastoral team includes a Head of House and an Assistant Head of House who support two houses each. Along with the Tutors this team provides the first point of contact for students and parents/carers.

This team is supported by the SEND department which includes a SEND Manager, Assistant SEN Manager and the Teaching Assistants. They provide day to day support for our students and are involved in the forward planning for supporting their needs. The SEND department also includes a new provision for supporting deaf and partially deaf students and will include a Teacher of the Deaf.

The Pastoral Manager's role is to support the wellbeing of our students. This role includes mental health, safeguarding, LAC/PLAC students and attendance. The behaviour of the Houses is supported by the work of the Behaviour Manager. Within the school there are clear rules and guidance for expected behaviour. All behaviours, both positive and negative, are recorded, so early intervention can be applied. These areas are led by the Assistant Headteacher of Inclusion, who is the Designated Safeguard Lead and the SENCo.

Our Curriculum

We place high value on subjects as individual disciplines and believe that all students should retain a broad curriculum for as long as is possible. During 2019-20 we conducted a full review of Key Stage 3 and departments worked on the key concept content, sequencing and cross-Key Stage links in their subjects.

Students now study the full range of Key Stage 3 subjects until the end of Year 9, and choose their options in March, ready to commence studying them in Year 10. Students have 4 options, of which at least one must be an EBacc 'bucket' qualifying subject. The most popular option subject at Key Stage 4 is Geography. We offer vocational KS4 courses in Child Development, Health and Social Care, Sport and Creative I-Media, alongside a broad range of GCSE subjects.

At Key Stage 5, the vast majority of students follow 3 x 2-year courses, with no AS level exams now taken. We offer a range of A Level subjects, and again Geography is the most popular option. We also offer vocational Level 3 courses in Sport, Business and Health & Social Care. Sport and HSC can be studied as Double Awards for 2 x A Level equivalents.

Teaching and Learning

We are known as a school that puts T & L as its top priority. Staff feel supported when teaching in innovative and challenging ways. A regular T & L Forum allows staff (in normal times) to come together and discuss best practice and innovation. We use a non-graded lesson observation process as part of the Performance Management cycle, which helps identify areas for individual and whole staff CPD. Staff training is well supported, with several staff completing programmes with the National College, as well as many working with exam boards. A half termly Accountability Cycle is used to monitor feedback and marking, with peer scrutiny recommended. As a school, we believe in a collaborative



approach to developments, which is illustrated in the school's Homework, T & L and Feedback and Marking policies, bringing staff from across the curriculum together for development and implementation.

Careers

We are very proud of our innovative careers education programme that utilises a series of different delivery models, including tutor time sessions, curriculum information lessons and digital platforms. We have a Level 4 trained Careers Aspiration Coach and a Level 6 trained Careers Leader, who coordinate careers across the school and invites independent careers advisors as needed. Our rate of NEETs is very low and we have an excellent record of progression, both in the main school and Sixth Form.



Extra-Curricular

Enrichment at Bungay High School is at the heart of everything we do. The PE department encourage students to regularly participate in lunchtime and after school clubs in everything from rugby to table tennis and 'come and play' sessions. Sports Day is an annual success with students competing to win the cup for their House. Our football and netball academies are thriving and students who apply can be nominated to become Sports Captains, who are responsible for supporting the PE staff and the younger students. We are one of the top performing schools in Suffolk for sport. The school is represented by teams in Hockey, Netball, Rounders, Cricket, Football, Rugby and many other sports. We pride ourselves on our high levels of sportsmanship as well as competitive spirit. We have many coaches supporting the PE team and are very proud of our past students who have gone on to achieve national success in sport.



The Duke of Edinburgh's Award scheme is undertaken from Years 9 to Year 13 and many of our students go on to achieve Bronze, Silver and Gold awards, with expeditions taking place in the Spring and Summer terms. We are proud of our commitment from staff who have organised the most recent trips which have included Nicaragua, Iceland, Berlin, Scotland, Wales, Ypres and Austria and most recently, a ski trip to Italy. A trip to Ecuador with Camps International was planned before the pandemic.

The school also runs a full range of weekly extra-curricular activities. These currently include STEM Club (Science, Technology, Engineering and Maths), Taekwondo, Wellbeing club, Homework Club, Signing Choir, Christian Union, CUBA Club (Can U B Amazing), French Club, Art drop in and Art and Photography Club.

The Arts are highly valued at Bungay with a strong musical tradition, these include termly concerts of students showcasing their musical talents and an annual Summer Concert at St Mary's Church in Bungay. Students are able to take extra tuition in Drums, Brass, Guitar, Woodwind, Piano and singing and many students use practice rooms to rehearse with their bands at lunchtime and after school. Every two years the Music and Drama department combine to perform a whole school musical and the recent offerings saw up to 100 students taking part in a piece written by staff. The Drama department has a thriving Youth Theatre and a purpose built drama studio and fully functioning stage.

Every Christmas the whole school takes part in 'Bungay's Got Talent' where a student panel judges and enjoys the breadth of talent our students (and staff) have. Both departments run regular trips to London, Norwich and Cambridge and students also showcase their exam work in a cabaret style evening, annually.

School Site and Finance

Bungay High School was originally built on the current site in the 1950's for 300 students, and there have been a number of extensions over the years to take it to its current capacity of 1,050 students. It is a well-maintained school arranged as a series of blocks of single, double and triple story buildings. It has benefited from almost £5M of capital grant funding over the last 10 years, so that roofs, windows, doors and heating systems are mainly new. It is a large site, with ample space for playing fields, three all-weather pitches, a large Sports Centre and staff car parking.



As with most buildings of its age, there is an on-going maintenance programme/projects planned to improve facilities: Phased expansion over the next two years, to provide 4 extra classrooms, a new dining area, new kitchen and infrastructure such as additional student toilets. This project is to be run in partnership with Suffolk County Council, to meet growing need locally. Phase 1 will be ready for September 2021, Phase 2, for 4 classrooms and dining facilities in September 2022 and the proposed

Phase 3 for an additional 6 classrooms will be September 2023. SCC have also funded capital costs for a Hearing Impaired Unit on the school site starting in September 2021 and work has begun on this project within the SEND area of the school.

In January 2021, work will start on site safeguarding improvements, to ensure the whole site is properly protected. This has been funded via a successful Condition Improvement Fund bid.

CIF bids for next year have been submitted, to complete replacement windows and doors across the site and to renew the fire and intruder alarm systems.

Our Results

For the previous two years before CAG's, our Progress 8 figures for GCSE have been 0.32 (2019) and 0.49 (2018). This places us as one of the highest performing schools in Suffolk in terms of progress. Our Attainment 8 figures have been above national, with a score of 47.8 for 2019, and 50.1 for 2018. For A Level, we received an ALPS 6 in 2018 and 2019, and Level 3 value added was -0.18 (2019) and -0.16 (2018) for A Levels, and 0.12 (2019) and -0.24 (2018) for Applied A Levels.

Data is centrally recorded between 2-3 times a year dependant on each year group. At KS3, we currently use the wording of 'Working Towards, Working At, Working Above'. For KS4 and 5, we use ALPS and 4matrix as our data analysis tools. After each report, Heads of Department fill in a report analysis which is discussed with teachers and SLT.



Senior Leadership Structure and pen portraits

Angelo Goduti, Outgoing Headteacher – Angelo joined Bungay High School in 2014, from Farlingaye High School, where he was Deputy Headteacher for 5 years. Since September, Angelo has been dividing his time between Bungay High School as Headteacher and as Co-CEO of EAST Trust. From September 2021, Angelo will be moving to the permanent role of CEO of EAST Trust.

Sophie Myers, Deputy Headteacher - Sophie has been part of the Senior Leadership Team for three years and joined Bungay High School in 2011. Sophie leads Achievement for the whole school, overseeing Reporting and Assessment, Pupil Premium, ITT and link to the Humanities Department. Sophie has been Deputy Headteacher since September 2020 and now also leads the oversight of support staff, as well as deputising for the Headteacher's absence (this due Angelo being the part time Co-CEO of the EAST Trust) for two days a week. Sophie is a keen Geographer who likes to go on as many trips as possible!

Michelle Carnwell, Assistant Headteacher, Inclusion - This is Michelle's fourth year at Bungay High School, as Head of Drama & Theatre Studies. Before taking up this post Michelle was fortunate to be an Acting Head of Faculty and a Head of House. Last year Michelle volunteered for a secondment for the SLT team and this year was appointed the role on a temporary basis. Michelle's role as Assistant Headteacher includes maintaining the Head of Drama post, whilst being responsible for Years 7 and 8 Inclusion, Behaviour and Rewards. Michelle has also taken the lead on the school's pandemic response and risk assessments, extra-curricular activities and the school website.

Mark Considine, Assistant Headteacher, Inclusion - Mark Considine has been at Bungay High School for 14 years. He joined as joint Director of Science and has also been a Head of House within the school. Four years ago Mark joined the senior leadership team as the Assistant Headteacher of Inclusion. Within this role he leads the Pastoral Team, SEND team and is the Designated Safeguard Lead and SENCo. Mark is also the senior team link to Science. He believes in a child centre holistic approach to education.

Clinton Gillett, Assistant Headteacher, Teaching and Learning - Clinton (Clint) joined Bungay High School in 2002 as Director of Design and Technology, from Prince William school in Oundle, where he had been Deputy Head of Sixth Form, Head of Graphics and Media Liaison Officer. He was promoted to Assistant Headteacher in 2012 having sat on the SLT for 3 years in a voluntary capacity. He has recently achieved his Level 6 certificate in Careers Leadership and coordinates careers education across the school. He also produces the termly school magazine 'Clarior' as well as leading the Design Technology Faculty. Clinton is a 6th Degree Black Belt and World Silver medallist in Taekwondo and runs the school and local Taekwondo community club.

Mark Shepstone, Assistant Headteacher, Curriculum - Mark is Assistant Headteacher with responsibility for Curriculum and Timetabling and is the SLT link for 6th Form, Languages, PE and Vocational subjects. He has worked at Bungay High School since September 2016. Prior to this, he worked as Head of Department at Flegg High School and Assistant Principal at Hethersett Academy.

Lynn Eldrett, School Business Manager – Lynn joined Bungay High School as Business Manager in 2006, and dealt with conversion of the school to a stand-alone Academy in 2011. From April 19, Lynn worked as Interim Chief Finance Officer for EAST in addition to her role at Bungay, dealing with set-up and systems for the new Trust, managing Trust finance and operations/procurement and completion of the first years set of audit and accounts. From January, Lynn will be combining her role as SBM at Bungay with working on the non-teaching aspects of set-up of the new C&I school. Lynn was in the first cohort of students for the Advanced Diploma in School Business Management, and has a background in commercial insurance and education finance.

Senior Leadership Team September 2020 – August 2021

Headteacher (Angelo Goduti) Subject Links: English and Maths	
<ul style="list-style-type: none"> Strategic Planning and Leadership of the Bungay High School Academy Governance Accounting Officer School Improvement Staffing and Recruitment (MS) Leadership and PM of Support Staff (SMR) 	<ul style="list-style-type: none"> Performance Management of Teaching Staff HR Management for All Staff Staff Wellbeing for All Staff (with CG) Prospectus

Deputy Headteacher (Sophie Myers) Achievement	Assistant Headteacher (Clint Gillett) Teaching and Learning House Support : Pegasus	Assistant Headteacher (Michelle Carnwell) House Support: Phoenix	Assistant Headteacher (Mark Considine) Inclusion House Support: Gryffin	Assistant Headteacher (Mark Shepstone) Curriculum House Support: Wyvern
Head of Faculty/Link: Humanities <ul style="list-style-type: none"> Deputising for HT Emergency Procedures (AG) Student achievement and data Reporting and assessment Pupil Premium KS3-5 Assessment journey ALPs Connect at KS4-5 Tracking KS3-5 Oversight of PSHE (JT) Oversight of ITT and NQT (JS) Leadership / PM of Support Staff IT Network Planned absence of staff Calendar and Bulletin 	Head of Faculty/Link: Technology <ul style="list-style-type: none"> Leadership of T&L: Monitoring T&L Communities Assessment and Feedback KS4 Exam Preparation Homework Careers/Aspirations/Early Birds Student and Staff Voice CPD for All Staff (incl. PD Days) Positive media profile Clarior Newsletter Wellbeing for All Staff (AG) 	Subject Link: Music <ul style="list-style-type: none"> Head of Drama Yr. 7/8 Behaviour and Rewards KS3 Assessment journey Supporting Blended Learning Oversight of Ex-Curricular Clubs Website Supporting ITT/NQT CPD programme Alternate DSL 	Subject Links: Science, SEND <ul style="list-style-type: none"> Leadership of Behaviour and Rewards Leadership of SEND (SENCO) Leadership of Vertical Tutoring and House System Leadership of Pastoral Care Strategic leadership of safeguarding (DSL) 	Subject Links: MFL, Vocational, PE <ul style="list-style-type: none"> Leadership of Curriculum KS3-5 Curriculum journey Personalised curriculum plans Timetable KS4 and KS5 Options Staffing & Recruitment (AG) Oversight of Sixth Form (JS) Trips and Visits Social Media Staff Handbook (JC) Duty Rota (JC) Oversight of Exams

Advertisement

Leadership spine 28 – 34 (£81,942 to £94,914)

Roll 921 students, aged 11-18

Appointment for September 2021

Bungay High School, a high-achieving comprehensive academy, is seeking to appoint a dynamic and dedicated professional to lead the school into the next stage of its development. The new Headteacher will inspire our community and lead our fantastic school (part of East Anglian Schools' Trust - EAST), with drive, compassion and integrity.

Angelo Goduti, the current Headteacher leaves us for promotion to the role of EAST's CEO and this position offers an exciting opportunity for the right person to continue to lead a dedicated, strong and successful leadership team and staffing body. Bungay High School believes in 'Opportunity, Aspiration and Excellence for All'; the successful applicant will demonstrate such values and set this example to our school community.

The school has:

- high achievement (2018 P8 0.49, 2019 P8 0.32)
- an increasing roll due to its reputation locally and further afield
- a hardworking and committed staff
- excellent and ambitious leadership team and a very supportive Governing Body
- OFSTED "Good" (2016)
- lovely students who engage well in their learning and their community
- a wide range of extra-curricular activities
- support from a new and exciting local Trust, EAST.

Bungay is situated in a pleasant rural area, 20 miles from Norwich and 15 miles from the delightful heritage coast.

Prospective applicants are encouraged to visit our school for a tour. Please contact Jayne Capps-Jenner on jcappsjenner@bungayhigh.co.uk or 01986 891642 should you wish to visit the school. Visits to the school will be carefully managed within Covid restrictions.

Application packs are available from TES, Suffolk Jobs, Bungay High School website (www.bungayhigh.co.uk), or by contacting Mrs Capps-Jenner by email or telephone.

Closing date for applications: Monday 25 January 2021 at midday.

Shortlisting: Tuesday 26 January 2021

Likely interview dates: Monday 1 and Tuesday 2 February 2021

Completed applications should be returned to:

Sylvia Knights, Chair of Governors

c/o Mrs J Capps-Jenner, Headteacher's PA, Bungay High School, Queens Road, Bungay, Suffolk, NR35 1RW

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. A DBS check will be required for this post.

JOB DESCRIPTION

The Headteacher of Bungay High School will work with Trustees, Governing Body, staff, parents, students, local authority and wider community, to provide professional leadership, vision and direction for the Academy. The Headteacher will further develop a culture that promotes excellence, equality and high expectations for all within the strong ethos upheld by the school.

The Headteacher shall carry out the professional duties of a Headteacher as described in the School Teachers' Pay and Conditions Document 2019.

In particular, the Headteacher shall:

1. Strategic Leadership

- Build on the vision set out by the Trustees and Governors by engaging with students, parents and community stakeholders to generate enthusiasm and support for the school
- Ensure the agreed vision and strategic direction is understood and acted upon by all stakeholders
- Devise, develop and implement a Strategic Plan for the further development of the school
- Develop models of education that raise student achievement and aspiration and provide first class opportunities for students
- Work with Trustees, Governors, staff, students and families to implement the school's vision and strategic direction and inspire success
- Challenge, motivate and empower staff and students to attain ambitious outcomes
- Encourage innovation to support successful ways of working and learning
- Ensure school-wide priorities are consistently and effectively implemented
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility
- Ensure the maintenance of an environment that befits the high standards set and continue to seek out opportunities to secure funding that improves and enhances the site and its facilities

2. Leading Learning and Teaching

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Ensure a broad, balanced, challenging and relevant curriculum for all students, which builds upon KS2 and prepares all pupils for post-16 education and life beyond Bungay High School
- Ensure that assessment is a meaningful part of learning and that processes in place to assess students' learning have value and are not overly burdensome upon staff workload
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements and sustain the standards of a high performing school
- Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality

3. Raising aspiration, securing progression and promoting wellbeing

- Further develop the ethic of hard work, commitment to learning and personal integrity
- Ensure that there is an effective system of pastoral care and Information, Advice and Guidance that maximises personalisation to support every student to achieve his/her potential
- Ensure that the holistic wellbeing of students is integral to their development and success
- Maintain an ethos based on strong school values within which students and staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Use assessment data to set and meet challenging targets for individual students, subject areas and the school as a whole

- Challenge and consider educational beliefs in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame a self-regulating and self-improving school
- Develop an inclusive and supportive approach so that the school is a place where all young people feel welcome and have their needs met
- Develop a model of student involvement that ensures the effective student engagement in and contribution to the success of the school

4. Developing Self and Working with Others

- Attract and retain high quality staff
- Foster a culture in which everyone within the school feels able to make a constructive contribution to the life and work of the school
- Maintain and develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance
- Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs
- Ensure a high standard of professional development for all staff and for self
- Promote teamwork and motivate staff to ensure constructive working relationships
- Ensure that staff wellbeing is considered a factor in ensuring the best possible outcomes for students
- Work closely with feeder primary schools to help them develop a strong culture of achievement and success
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction
- Maintain and continue to develop a positive relationship with the local authority and other appropriate agencies

5. Leading and Managing the Organisation

- Be an inspirational leader with a proven record working in a secondary setting
- Have vision, enthusiasm and creativity
- Lead by example and be personally visible and committed to the values of the school
- Develop and lead a dynamic and innovative senior leadership team
- Develop a leadership profile within the wider community to deliver the school's broad vision
- Effectively deploy the required level of staff to realise the school's vision
- Implement a robust and fair performance management framework for all staff
- Ensure the school's environment is of as high a standard as possible
- Ensure effective use of human, financial, technological and other resources
- Ensure the school meets all legal, safeguarding and health and safety requirements

6. Securing Accountability

- Work with Trustees and Governors to enable them to meet their responsibilities
- Ensure all staff have clearly defined responsibilities and accountabilities
- Build on existing robust managerial and accounting procedures that ensure the school can operate successfully as a business
- Secure robust self-evaluation and quality assurance procedures
- Ensure the financial stability of the school, now and in the future, through short, medium and long-term financial planning and decision-making
- Establish mechanisms for reporting to all key stakeholders at agreed intervals

7. Other

- Any other reasonable duties as directed by the Governors or Trustees.

Person Specification

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated in the table below.

- How the evidence will be tested is indicated under the remaining columns.

Commitment to the school's ethos is considered essential as is a sense of humour. Both of these will be looked for during the interview procedure.

	Essential	Desirable	Application	Interview	References
A: TRAINING AND QUALIFICATIONS					
Qualified Teacher Status	✓		✓		
Degree (or equivalent)	✓		✓		
Completed NPQH or admittance onto a NPQH course (for non-serving Heads)		✓	✓		
Evidence of recent professional development	✓		✓		
Relevant Higher Degree or Post Graduate curriculum or management qualification		✓	✓		
B: EXPERIENCE OF TEACHING & EDUCATIONAL LEADERSHIP					
Substantial experience in secondary education	✓		✓	✓	✓
Recent experience at Headteacher, Deputy Headteacher or equivalent level	✓		✓	✓	✓
Evidence of different leadership and management roles	✓		✓	✓	✓
Evidence of responsibility for allocation and monitoring of financial resources	✓		✓	✓	✓
Evidence of making a positive impact on the development & improvement of a school	✓		✓	✓	✓
Evidence of successful strategies used to raise student progression achievement and attainment	✓		✓	✓	✓
Evidence of monitoring, evaluating and reviewing performance, through a robust performance management system	✓		✓	✓	✓
Evidence of successfully operating at both strategic and operational levels	✓		✓	✓	✓

C: PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

	Essential	Desirable	Application	Interview	References
Knowledge of strategies to achieve effective learning, teaching and assessment including the use of ICT	✓		✓	✓	✓
Knowledge of the use of data to establish benchmarks and set targets for improvement	✓		✓	✓	
Knowledge of local & national policies, priorities and statutory frameworks	✓		✓	✓	
Knowledge and understanding of all associated phases of education including HE	✓		✓	✓	
An understanding of management techniques required to operate a successful school	✓		✓	✓	✓
An understanding of the role of the specialisms within schools	✓		✓	✓	✓
Knowledge of an academy structure		✓	✓	✓	✓

D: PERSONAL SKILLS & ATTRIBUTES

A commitment to equality and diversity	✓		✓	✓	✓
Excellent oral and written communication & ICT skills	✓		✓	✓	
High standards of integrity and a positive role model for students and staff	✓			✓	✓
An ability to analyse and interpret information to make informed decisions and exercise good judgement	✓		✓	✓	
An ability to evaluate quality and implement actions that lead to improvement	✓		✓	✓	✓
A range of leadership skills to develop productive relationships and high performing teamwork	✓		✓	✓	✓
An ability to challenge and motivate others to create a forward-thinking organisation committed to Academy improvement	✓			✓	✓
Good self-management, to include time management, working under pressure and to deadlines	✓			✓	✓
An ability to influence key stakeholders, particularly families and the wider local community	✓		✓	✓	✓
Stamina, resilience, reliability and integrity	✓		✓	✓	✓
An understanding of the value of a successful work life balance for self and others	✓		✓	✓	✓
A caring and supportive approach to those in the school community	✓		✓	✓	✓
Reflect and react appropriately to challenging situations	✓		✓	✓	✓



Information about East Anglian Schools' Trust (EAST)

The East Anglian Schools' Trust (EAST) was established on 1 September 2019. At its inception, three secondary academies are formally partnered together: Bungay, Farlingaye and Kesgrave High Schools. We are confident that EAST will create a stronger future for our schools and continue to improve outcomes for all our students and young people. Working together will achieve great things and provide a first-class educational experience in which all our students can excel. Schools in our Trust retain so much of their independence whilst benefiting from an exciting formal partnership; things such as school names, uniforms, and a local governing body to manage local issues are all retained.

- Positive and exciting collaboration brought about by EAST provides important benefits for our schools. These include:
- Increased opportunities for students and staff to work together across the MAT schools
- Greater scope to maintain a broader curriculum for students
- Sharing good practice and delivering an outstanding learning experience
- Greater opportunity to develop and retain teaching talent within EAST
- Opportunities for financial benefits across the schools

Schools will support and challenge each other to deliver excellence in all aspects of the education and welfare for our students as EAST grows and matures. Other schools may wish to join EAST in the future, although it is our expectation that EAST will remain local and of a sensible size.

Governance of EAST is strong and principled, undertaken by Governors in each school (Local Governing Bodies), a Trust Board working across the MAT and an overarching Members Board. The collective knowledge, skills, experience and insight of all these individuals will ensure that Governance in our Trust both challenges and supports each school to ensure the best outcome for our learners. If you are interested in lending your skills and qualities to strengthen the Governance with EAST, please do not hesitate to contact Louise Franks, Trust Board Chair c/o Farlingaye High School.

The strength of our school communities, their Local Governing Bodies and the Trust Board means we are confident that with our vision, skills and resources, EAST will serve the best interests of our community and ensure that we are able to shape our own destiny.

We have recently established our central office in Wickham Market and with the appointment of a new Director of Finance and Operations alongside a Lead Administration Assistant, will continue to 'grow' our Core Team to support our schools in this next exciting phase of our development.

Joining EAST means that schools become part of a supportive, successful and forward thinking network, able to provide depth of existing school infrastructures and quality. We are excited about our future and invite you to contact us to find out more.

Louise Franks
Chair of Trust Board

Angelo Goduti
Co-CEO

Andy Sievewright
Co-CEO