



SAPIENTIA EDUCATION TRUST CANDIDATE RECRUITMENT PACK



HEADTEACHER - FAKENHAM ACADEMY

CLOSING DATE: Monday 6th December 2021 at Midday

INTERVIEW DATE: 13th & 14th December 2021

STARTING EASTER 2022

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Dear Candidate,

Thank you for your interest in the position of Headteacher at Fakenham Academy. This is a tremendous opportunity for the successful candidate to lead a popular 11-18 Secondary School, within a supportive and highly regarded Multi-Academy Trust in the stunning North Norfolk area, recognised for its outstanding natural beauty and award winning beaches.

The school was last inspected in 2019 and judged as 'Good.' There are many strengths to build on, but also areas for further development to ensure that our vision of a world class education, locally is delivered. The school has strong community links and staff are hardworking and committed. The wider community is highly supportive and the school is truly inclusive.

The school joined the Sapientia Education Trust (SET) in June 2020 and a highly experienced team will support the successful candidate. This includes core central services (HR, Finance, Health and Safety, ICT, Contracts and Estate Management), as well as educational support that includes a CEO who is a NLE, a Director of Education, specific safeguarding and SEND support and access to professional learning through the Sapientia Academy of Learning.

Raising aspirations further remains crucial. Key priorities include further improving progress levels to 'above average' at GCSE and A level and improving 5+ EM outcomes at GCSE. The successful candidate will have a strong commitment to partnership work, with the ability to maintain a critical eye on school standards. In this context the role of Headteacher is inevitably broad-ranging and involved – if you are not willing to be 'hands on' please don't apply!

For the right candidate this is a great opportunity to make a real difference

Informal visits to the school are welcomed and please contact Catriona Mitchell, EA to the CEO, for a telephone discussion regarding the role on 01953 609001 or e-mail: ea@se-trust.org

If this all excites you, please apply!

Best wishes

Jonathan Taylor
CEO

and

Jenny Lonsdale
Chair Local Governing Body

Sapientia Education Trust

BACKGROUND INFORMATION

OUR TRUST

The Sapientia 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 'Sapientia' 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.

In Summer 2021 Sue Baldwin, Regional Schools Commissioner, explicitly referenced our work in an article published by the Confederation of School Trusts.

She wrote: '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 ... 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.'

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 member schools:

Attleborough Academy

Burston Primary School

Fakenham Academy

Framingham Earl High School

Ghost Hill Infants & Nursery

Great Hockham Primary School

Old Buckenham High School

Old Buckenham Primary and Nursery

Rockland Primary School

Seething & Mundham Primary School

Stradbroke High School

Surlingham Primary School

Tivetshall Primary School

White House Farm Primary School

Wymondham College

Wymondham College Prep School

Fakenham Academy



Fakenham Academy is very much at the heart of the community, as the only secondary school serving the Norfolk town of Fakenham and surrounding villages. Strong links exist with local primary schools, our trust schools and other institutions such as the University of East Anglia and Cambridge University.

The school has 10+ partner primary schools which comprise our Year 7 intake, and likewise at Year 12 the Sixth Form recruits from a wide ranging area. The school has a popular Sixth Form, located on the main school site. Numbers on roll are stable and growing, with the school expected to continue growing in the coming years.

The school is fully inclusive, and has a strong track record of academic success for all pupils, including Oxbridge and Russell Group entries in the Sixth Form.

The staff are hardworking, experienced and committed, buying into the school values and the community feeling throughout Fakenham. This is shown most evidently by the wide range of extra-curricular activities led by staff. This helps ensure we meet our vision of a providing a holistic, well-rounded education.

The financial position of the school is secure and the trust is highly regarded for the quality of our financial management.

Further details about the school can be found on the school website.

Fakenham is in Norfolk which is recognised as one of the best places to live in the UK with its charming market towns and award-winning villages offering a lifestyle surrounded by the beautiful Broads and unspoilt coastline. At the heart of the county is the city of Norwich, England's first UNESCO City of Literature renowned for its thriving independent shops nestled alongside the famous market. Norwich has a diverse Arts scene from west end shows and chart-topping music and comedy artists through to indie and up and coming acts, all set against a backdrop of an impressive foodie culture that makes the most of its local produce. The Trust's CEO, Deputy CEO and the school's Deputy Head have all moved into the area and would be happy to talk with you further about their experiences.

The position has arisen due to the redeployment of the current Headteacher to a different role in the Trust. The successful candidate will have the opportunity to lead and develop a hardworking and enabled leadership team, consisting of two Deputy Heads and two Assistant Headteachers. All four post holders have been appointed over the last 12 months and are strongly committed to delivering the very highest standards. The wider staff team are similarly hardworking and committed.

Informal visits are welcomed and can be arranged by contacting Catriona Mitchell, EA to the CEO, on 01953 609001 or ea@se-trust.org



Job Description

The core purpose of the Headteacher is to provide professional leadership and management for the school which will promote a secure foundation from which to achieve high standards in all areas of the school's work. This should be viewed alongside national standards for Headteachers.

Line Manager

Deputy CEO/Director of Education

Specific Responsibilities

- Be an outstanding teacher and inspirational leader for all employees;
- Establishing a strongly aspirant culture with responsibility for day to day standards: behaviour for learning, uniform, engagement, attendance etc;
- Developing teaching and learning at the School, including leading on teaching and learning development, action based research and practice;
- Developing the curriculum – to ensure clear intent, implementation and evidence of impact across all subjects and classrooms;
- Ensure that student outcomes are at least 'above average' in progress measures at GCSE and A level;
- Devise and implement the School Improvement Plan (SIP), sitting alongside SET Trust Strategic Plans;
- Writing, reviewing and developing the School's Self-Evaluation Form (SEF); based on a strong and secure evidence base;
- Leading, through line management, the departmental quality assurance and improvement planning cycle;
- To foster strong professional relationships and use intelligent Quality Assurance processes to monitor and continually improve student achievement;
- Producing, presenting and reviewing all appropriate school policies; presenting these to the LGB as appropriate;
- Ensuring website compliance;
- Line lead the Senior Leadership Team;
- Act as an alternate DSL;
- Formulate and propose annual budgets with the SET CFO for agreement with the CEO and Trust Board;
- Monitor, manage and adjust the school expenditure to meet the annual budget set by the Trust;
- Build and maintain strong partnerships with other schools and the community;
- Developing teaching and learning at the School, including leading on teaching and learning development, action based research and practice; developing the curriculum – to ensure clear intent, implementation and evidence of impact;
- Harvest research informed practice to enhance the students experience;

- Developing and managing whole school appraisal and performance management procedures linking them to CPD, school and/or trust priorities and making appropriate recommendations relating to pay recommendations and staff capability;
- Ensure that the curriculum, teaching and learning and wider provision are appropriate for the needs of all students, having regard to their academic and personal development and social needs;
- Reporting progress of all ages and groups of students to the CEO and Governors as required, using robust and quality assured data;
- Maintain excellent standards of pastoral care;
- Ensure that all students can achieve, and maintain a strong commitment to inclusion, through providing an equitable education;
- Making recommendations to the CEO for recruitment within budget to ensure high quality curriculum and pastoral provision;
- Developing effective data tracking and MIS systems, including reviewing existing provision;
- Developing reporting that is meaningful and informative to students and parents and that are progress focussed and lead to action and impact;
- Responsibility for the effective marketing of the School;
- Responsible for the employment of high quality teachers, pastoral and support staff, and for their training, development and motivation in order to maintain the highest professional standards.

Safeguarding Responsibilities

To ensure that safeguarding practices secure the safety and welfare of all students; ensuring that the designated safeguarding leads have sufficient time and resources to discharge their duties effectively. This includes the personal professional duty to report welfare and safeguarding concerns to the local children's services, as appropriate, and engage with the Trust's safeguarding processes and professional development.



Person Specification – in addition to Headteacher Standards

Qualifications

Qualified to degree level	Essential
Qualified Teacher Status	Essential
Qualified to Master's level or NPQH	Desirable

Experience

Proven track record of effective leadership, including a track record as a successful Head of Department or Head of Year	Essential
Senior Leadership Experience at Deputy or Headteacher level with significant evidence of impact in current role	Essential
At least 5 years' experience as a Deputy Headteacher or equivalent in a successful school	Strongly desirable
Demonstrable evidence of innovating and adapting curriculum to engage students and enable them to perform highly	Essential
Considerable and wide ranging up to date knowledge of curriculum, including structure, content, pedagogy and assessment	Essential
Experience of school improvement planning, including planning student interventions and maximising achievement	Essential
Experience of successful work in partnership with parents and the wider community	Essential
Experience of work across the 11-16 age range 16-18 desirable	Essential
Experience of managing a key school budget area and understanding of school financial planning	Essential
Innovative approaches to teacher recruitment and retention	Desirable
Experience of the strategic overview of pupil progress and the ability to translate this into strategic plans with specific, measurable targets	Desirable
Experience and understanding of successful transition from/to each stage of education	Desirable
Experience of developing strong community links	Desirable
Experience of leading rigorous Quality assurance Procedures	Desirable

Skills

Excellent communication and interpersonal skills	Essential
Strong written skills, with attention to detail	Essential
Ability to lead teaching and learning underpinned by a knowledge of what works best	Essential
Able to manage own time and workload and to work under pressure to meet deadlines	Essential
Highly ICT literate	Essential
Ability to handle complex issues	Essential
Ability to solve problems, independently or collaboratively	Essential
Ability to delegate effectively	Essential
Ability to effectively evaluate and plan for improvement	Essential
Ability to develop effective relationships and teams	Essential
Ability to prioritise, meet deadlines and work under pressure	Essential
Ability to sustain outstanding practice in relation to behaviour management	Essential
Ability to engage senior leaders in the process of self-evaluation; holding them to account for their areas of responsibility	Essential
Ability to foster a positive culture that is focused on World Class Education so that all pupils can flourish	Essential

Personal Attributes

Passionate about education and educational issues	Essential
Strongly committed to the moral purpose of education, including educational inclusion and belief in achievement for all	Essential
Constant drive for improvement	Essential
Ability and energy to inspire the best in others	Essential
Exceptional personal integrity and character	Essential
Evidence of commitment to significant continuous professional development	Essential
Culturally agile and adaptable	Essential
Personal confidence, determination and resilience	Essential
Personal impact and presence	Essential
Displays sensitivity	Essential
Sense of humour and approachability	Essential
Team player and leader	Essential
Self-awareness and the ability to reflect on own performance	Essential
Keen for the potential of further professional learning for self and others	Desirable



Terms and Conditions

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

Remuneration

Competitive - 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 will be over 2 days and will 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 Fakenham Academy. Please limit to 1000 words.

Pre application visit

If you would like to visit the school or would like an informal discussion please contact Catriona Mitchell – Executive Assistant to the CEO by calling 01953609001 or emailing ea@se-trust.org.