Foundry College
Budges Gardens, Wokingham
Berkshire, RG40 1PX

Tel: 0118 334 1510
admin@foundry.wokingham.sch.uk
www.foundry.wokingham.sch.uk

nurture • inspire • achieve

Headteacher
Candidate Information Pack

"they [staff] demonstrate a deep commitment to the well-being of every pupil"
"school provides the nurturing environment that they need"
"due to the good quality of teaching, pupils achieve well in a range of accreditations from entry level to GCSE"

OFSTED 2018

"a warm and welcoming environment"

OFSTED 2018

It takes commitment to change lives

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August 2021

Dear Applicant

As Chair of the Management Committee at Foundry College, I would like to thank you for your interest in the role of Headteacher.

This vacancy has arisen as a result of the very sad and untimely death of Jay Blundell, our Headteacher, who in the last 5 years has made a major contribution to the quality of alternative education available to Wokingham's most vulnerable young people. In order to build on Jay's legacy, we are looking for a dynamic leader with a strong moral purpose, professional drive, energy, resilience and determination. Graded by Ofsted as "good" in 2018 Foundry College is ambitious to raise even higher the expectations and life chances of it's pupils. We have recently benefitted from a £1.7 million investment in the buildings and teaching areas providing scope for extending the curriculum further still. There is a strong, committed staff and the College enjoys very positive relationships both with primary and secondary schools across Wokingham Borough and the Local Authority.

The Management Committee, is proactive, knowledgeable and focused on ensuring that the needs of our young people are at the forefront of all that we do.

Thank you for your interest and we look forward to receiving your application.

Suzanne Richards

Chair of Management Committee

Recruitment Timeline

- Opportunity for visits to Foundry College: w/c 13th September 2021
- Application closing date: 5pm Monday 20th September 2021
- Candidate shortlisting: 22nd September 2021
- Interviews: 27th and 28th September 2021
- Visit bookings and applications to: clerk@foundry.wokingham.sch.uk

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Foundry College is a hub of alternative provision for Wokingham Borough. Providing a wide range of support and interventions, Foundry has built a strong reputation and is very well regarded locally. We now need an exceptional Headteacher to take us forward.

At Foundry College every individual is valued and respected. We strive to provide a personalised education to inspire, develop aspirations and provide the opportunities for dreams and ambition to come true.

We work in active partnership with the whole community for the benefit of our vulnerable young people. The staff work hard and have created an environment which is stable and calm. The team, of approximately 60 are caring and committed to the College; they are dedicated to helping each young person overcome their difficulties. A wide range of subjects, courses and qualifications are offered alongside a comprehensive enrichment programme that seeks to increase the cultural capital of every young person. Staff have embraced the opportunity to provide different learning experiences and have witnessed the very positive impact they have had on the students.

Foundry College has recently been the recipient of a £1.7 million investment and now has the teaching and learning spaces to offer an even broader range of learning opportunities.

Foundry College currently consists of the following teams:

Primary behaviour support – outreach
Secondary behaviour support – outreach
Medical / Vulnerable
Primary exclusions
Secondary exclusions

"go to great lengths to offer a broad range of GCSEs and other qualifications, dependant on pupils' needs. Vocational educational is well developed"

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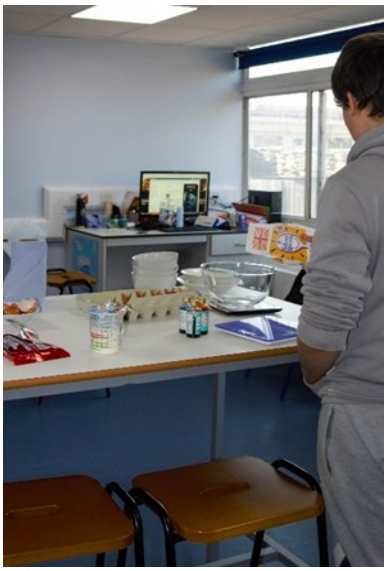
About the role



This is a hugely rewarding opportunity to change the lives of the most vulnerable young people. With strong, effective leadership you'll maintain a clear strategic focus on the College. Developing new income streams and empowering our talented staff will be key as we continue to nurture, challenge and value every young person in our care.
You will need good business acumen and an entrepreneurial approach, as well as being an effective manager of change. You will be able to maintain positive relationships with all stakeholders and work collaboratively with other school leaders and the Local Authority.

Core purpose

To provide a co-ordinated range of targeted services to children, young people, schools and families, aimed at promoting positive outcomes.
At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by, Wokingham Borough Council.

Key Priorities

- Be responsible for the strategic leadership of Foundry College and to ensure that all aspects of the College management and delivery are effective.
- Deliver outstanding teaching and learning which maximises the achievements of those young people who are permanently excluded and those who are unable to attend school for medical reasons.
- Provide a range of provision to support vulnerable children and young people including those excluded and at risk of exclusion.
- Develop a range of service that support schools in the management of young people with medical issues and/or social, emotional and behavioural difficulties through individual, group, systemic, and family interventions thus enabling these pupils to maximise achievement and where appropriate, remain in the mainstream setting.
- Review the current provision that Foundry College offers and respond effectively to local need.

"You are acutely aware of the importance of ensuring that every pupil is safeguarded from harm"

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Person Specification

The Management Committee are expecting the successful candidate will meet all the requirements for the post as laid down in the National Standards for Headteachers. In particular we are seeking candidates with the following qualities and experience.

Qualifications

- Graduate with QTS, NPQH desirable.

Personal Qualities

- Dedicated to improving the life chances of every young person.
- Able to see the best in everyone, to want the best for them and to find a strategy to achieve this goal.
- Able to set and achieve goals and create an environment for others to do the same.
- A strong leader with the ability to build and motivate an effective team.
- Strong personal integrity and resilience.
- Inspirational role model.
- Strong interpersonal skills with the ability to work with colleagues from all areas of education.
- Strategic thinker.
- Someone with a strong moral purpose and the motivation to make a difference.
- Prepared to think the unthinkable and take the positives forward.

Professional knowledge

- An in-depth knowledge of Child Protection and Safeguarding.
- Full knowledge of SEND Code of Practice.
- Safer recruitment.
- An appreciation of equality and diversity.
- The wider education agenda including national policies and educational issues and trends.

Able to demonstrate experience in

- Delivery of whole school improvement in an alternative setting, special school or mainstream school.
- Substantial experience of working with vulnerable and challenging young people, their families and linked professionals.
- Proven ability to raise standards.
- Building and maintaining productive relationships with parents, carers and the community to enhance the education of all.
- Effective financial and business management of substantial budgets and the effective deployment of staff and resources within a complex organisation.
- Leading staff to achieve high expectations.
- Planning a rich and creative curriculum dedicated to improving the life chances of all.
- Teaching to an excellent standard demonstrating effective and innovative practice and monitoring and evaluating the quality of teaching and learning.
- Taking difficult decisions.
- Maintaining a work life balance.

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Job Description

Job Purpose

The Headteacher will:

- Establish and sustain the Foundry College ethos and strategic direction together with the Management Committee, and through consultation with the College and wider Wokingham Community.
- Establish and oversee systems, processes and policies so the College can operate effectively.
- Ensure systems, processes and policies are in place to provide outreach support to Wokingham schools.
- Identify problems and barriers to College effectiveness, and develop strategies for improvement that are realistic, timely and suited to Foundry's context.
- Make sure these improvement strategies are effectively implemented through a whole College improvement plan and monitored towards achieving Foundry's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.
- Contribute to the wider Local Authority strategic planning and provision for pupils with SEND.
- Above all else, work for the best interests of young people at Foundry and other Wokingham schools.

Duties and responsibilities

School culture and behaviour

The Headteacher will:

- Create a culture where students experience a positive and enriching education.
- Uphold educational standards in order to prepare all students for their next phase of education and life including helping students to transfer to mainstream schools or special schools as soon as is possible, consistent with their best interests.
- Ensure a culture of staff professionalism where a reflective approach and self evaluation is the norm.
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in Foundry College.
- Use consistent and fair approaches to managing behaviour, in line with the Foundry's behaviour policy.

Managing the school

The Headteacher will:

- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

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Teaching, curriculum and assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Have ambitious expectations for all students providing a curriculum that is rich, relevant, flexible and aspirational which meets the needs and expectations of all students.
- Make sure the College works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Ensure that parents and carers are regularly informed about the curriculum, their child's progress and relevant College matters.
- Develop innovative short term courses to support local schools in managing behaviour and in reducing permanent exclusion.
- Provide effective outreach support for Wokingham schools.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Ensure that the chosen system of assessment is implemented so that progress is tracked and monitored over time.
- Make sure the College fulfils statutory duties regarding the SEND Code of Practice.
- Ensure the use of evidence-informed approaches to reading so that all primary pupils are taught to read.

Professional development

The Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Keep abreast of the wider political context in which the College operates.
- Seek training and continuing professional development to meet needs.

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Governance, accountability and working in partnership

The Headteacher will:

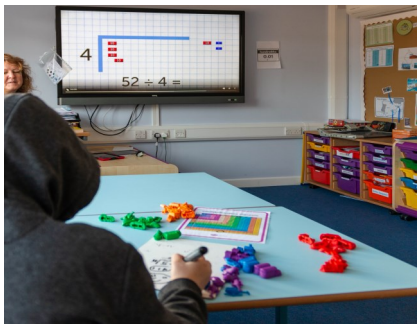
- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that the Management Committee has accurate, timely and detailed information on which to base sound decisions about Foundry's priorities.
- Ensure that staff understand their professional responsibilities and are held to account through rigorous and effective implementation of systems of quality assurance, appraisal and effective professional development.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with all Wokingham schools to provide timely support and interventions and with Wokingham Borough Council.
- Support the on-going evaluation of the effectiveness of interventions provided within the Outreach programmes the College offers.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.

Other duties

- The Headteacher may need to undertake other duties as the circumstances arise.

"an outreach service for pupils who are still on roll at other schools, but who may benefit from the expertise of your staff. This has been very successful"

OFSTED 2018



"Staff have high aspirations for pupils. They help pupils to develop a sense of self-belief in their abilities"

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