Higham Lane School
Helping Learners Succeed

PART OF THE
Central England Academy Trust
SERVING THE HEART OF ENGLAND

Job title: Headteacher

Salary scale: L30 – L33

Role type: Permanent

Contents

Letter from the Chief Executive Officer

Letter from the Chair of Trustees

Key details summary

How to apply

Vison and values

Our offer to you

Key requirements - Person Specification and Job Description

Safeguarding

Ofsted
Outstanding
Provider

Letter from the Chief Executive Officer

Dear Applicant,

I am thrilled that you are interested working for Central England Academy Trust (CEAT). Higham Lane School is an outstanding high-performing school in our local area and a pillar of the community.

Our Secondary School is part of a thriving three school Multi-Academy Trust (MAT). **All of our schools within the Trust are over-subscribed** and there is great scope for collaborative work and development opportunities across the MAT.

Higham Lane School is a large, 11-18 secondary school, set on an attractive site on the Warwickshire-Leicestershire border, **fantastically located** and easily accessible due to excellent road, train and bus connections. There are approximately 1,430 pupils on roll.

We were extremely pleased to have been rated as Outstanding by Ofsted in May 2019, one of only a small number of schools in England to have achieved the highest rating that year.

We are strongly committed to ensuring that all of the young people in our care make excellent academic progress and we take great pride in securing both impressive progress and high attainment for our students, whatever their starting points.

Higham Lane is amongst the highest-achieving non-selective comprehensive schools in Warwickshire and nationally.

We are also delighted to have achieved impressive A level results in our high-performing Sixth Form which opened in 2016.

In July 2021, we were granted **World Class Schools status,** one of a very small number of schools to achieve this.

Our school has a strong ethos based on mutual respect between students and staff and very clear expectations regarding students' effort and behaviour.

We enjoy an excellent reputation with parents/carers and are always over-subscribed. You will find a happy, caring and purposeful environment at Higham Lane. Students get on exceptionally well, both with each other and with our staff, who take pride in working here. Our students are encouraged to do their very best in every aspect of their lives and to reach the highest standards, irrespective of their ability. We encourage them to "Be the best you can be!"

We are in a very fortunate position where we have exceptionally strong and talented teams in each school and across the Trust. The successful candidate will be fortunate to be supported with strong Senior Leadership Team colleagues who put pupils at the heart of everything they strive to achieve.

Staff well-being, welfare and professional development are priorities which are underpinned by our Trust core values of collaboration, equity, achievement and trust. In addition, working towards a work life balance is something we strive to do. We fervently believe that if we get it right for staff, we then get it right for pupils.

You are very warmly welcomed to visit us and this is something I do encourage you to do.

I very much look forward to hearing from you.

George Smith, Chief Executive Officer

Letter from the Chair of Trustees

Dear Applicant,

We are delighted that you are interested in the post of Headteacher at Higham Lane School. By now you will already know that this is an outstanding school with a fantastic reputation.

The school is part of Central England Academy Trust (CEAT), currently including Higham Lane School alongside Oak Wood Primary School and Oak Wood Secondary School.

In common with all MATs there is a governance structure of Members, Trustees and a Local Governing Body (LGB) for each of the schools. The strategic management of the Trust is overseen by the CEO.

The Trust benefits from experienced and highly committed Trustees and LGB members who are very supportive of the senior leaders across the schools. The new Headteacher at Higham Lane School should of course expect to be offered the same level of support and challenge in this exciting role.

The Department for Education has indicated that it wishes to see multi academy trusts grow and we anticipate this will be the case for our Trust, working collaboratively with local schools. This follows the merger between Higham Lane School and the two Oak Wood schools in September 2022. We also look forward to opening Higham Lane North Academy, a new 900-pupil 11-16 Free School, in September 2025. There will also be further growth at our existing Oak Wood schools over the coming years.

The role of Headteacher at Higham Lane School is a challenging but hugely rewarding role and the successful candidate will play a key role in shaping the futures of many local students in the community over the coming years.

We look forward to receiving your application.

Hilary Ward, Chair of Central England Academy Trust

Key details summary

Job title: Headteacher

Salary scale: L30 – L33

Role type: Permanent

Reports to: George Smith, CEO of the Central England Academy Trust

Start Date: 1 January 2024 (or sooner)

Closing deadline for applications: 9:00 a.m. on Monday, 5 June 2023

Dates: Selection activities and interviews for shortlisted candidates will be on 12/13 June 2023.

How to Apply

Please complete the attached Application Form, as well as the Equality Details Form, that you will also find on the School's website (www.highamlaneschool.co.uk) and email them to jobs@highamlaneschool.co.uk, indicating in the message title the post you are applying for before the deadline noted above.

If you would like to have an informal discussion about this post, please contact George Smith, CEO, on 024 7674 0901.

Higham Lane School vision and values

Our students enjoy the benefits of working in a school that has a happy, caring and purposeful environment. The school's mission is `Helping Learners Succeed' and our students are encouraged to do their very best in every aspect of their lives and to reach the highest standards. Our School aims state that:

At Higham Lane School, we work in partnership with young people, parents and carers to ensure that every student will:

- feel safe, happy and healthy and know how to keep themselves, and others, safe, happy and healthy;
- enjoy high-quality learning opportunities, in a school at the leading edge of innovation;
- feel challenged and inspired to achieve excellence in every aspect of their lives. become fully-rounded and responsible citizens, making a positive contribution to the school, local, national and global community.

Our values state that the learner is always at the heart of everything we do at Higham Lane School:

⇒ High standards and high expectations of ourselves and others;
⇒ Empowering teaching and enjoyable learning;
⇒ Achievement and effort, regardless of ability;
⇒ Respect for others, our environment and our community, feeling happy, healthy and safe; and
⇒ Tenacity, enthusiasm, honesty and confidence in each and every one of us.

Our offer to you

At Central England Academy Trust, **our staff are our most precious resource**. Our offer to staff includes: -

- Competitive remuneration package;
- A generous defined benefit pension scheme;
- Excellent continuous professional development;
- Bespoke training and support from the Trust team to meet your needs;
- We provide a supportive Employee Assistance Programme; and
- Employee benefits scheme.

Key requirements

The job description and person specification included within this pack set out our expectations. **Our expectations are high,** as you would expect for a role of this magnitude.

The Person Specification and Job Description are as follows: -

THE ROLE

Headteacher- Higham Lane School

JOB PURPOSE SUMMARY

To provide outstanding leadership and management of the school and designated aspects of the Trust's work to secure sustainable success and ensure the highest standards of curriculum experience, teaching and learning, behaviour, attendance, safeguarding and personal development for its pupils.
To meet the expectations of the Headteachers' Standards 2020.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Strategic direction and development of the school

1.1. Provide strategic leadership and direction of the school and in keeping with the vision of the Trust.
1.2. Provide inspiring and purposeful leadership for the staff and pupils within a caring and secure environment.
1.3. Ensure that all those involved in the school are committed to its ethos, aims and values, are motivated to achieve them and are involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school.
1.4. Work in partnership with the Trust, Local Governing Body, pupils, staff, parents/carers and other stakeholders to instil the ethos and values, which underpin all activities within the school.
1.5. Create and implement strategic development plans underpinned by sound financial planning, which identify short, medium and long-term priorities and targets for achieving and sustaining excellence.
1.6. Regularly monitor and evaluate the performance of the school and respond and report to the Trust and Local Governing Body.
1.7. Implement the Trust's policy on equal opportunities for all the staff and pupils.
1.8. Ensure that management, finances, organisation and administration of the school support its vision and aims.
1.9. Ensure that policies and practices take account of national, local and school expectations and data including inspection and the outcomes of school self-review.
1.10. Maintain positive relationships with strategic partners at all levels, both within the Trust and in the wider community.

2. Teaching and Learning

2.1 Create and maintain an ethos of excellence and endeavour that promotes and secures outstanding teaching, excellent learning and the highest standards of achievement, including for those pupils with special educational needs and those who are disadvantaged.

2.2 Organise, implement and monitor the curriculum and its assessment and ensure that it:

2.2.1 Is broad and balanced and provides a focus on appropriate academic knowledge, skills and understanding for all pupils.

2.2.2 Support the ambition of the majority of learners achieving the English Baccalaureate.

2.2.3 Is relevant to the needs of all pupils.

2.2.4 Fulfils the school's legal responsibilities.

2.2.5 Leads to outstanding achievement by all pupils, regardless of prior ability, needs or disadvantage.

2.3 Ensure that the highest standards in literacy, numeracy and ICT are achieved by all pupils, including those with special educational needs and those who are disadvantaged.

2.4 Determine, organise and implement a programme for pupil personal development and character education, including the personal, spiritual, social, moral and cultural development of pupils.

2.5 Monitor and evaluate the quality of teaching, and standards of learning and achievement of all pupils in the school.

2.6 Determine and implement policies and procedures which promote:

2.6.1 Character development, self-discipline and commitment to British values, the rule of law and active citizenship.

2.6.2 Outstanding conduct and behaviour and the development of exemplary citizens with outstanding values.

2.6.3 Positive strategies for developing excellent understanding of and respect for other faiths, cultures, traditions and communities.

2.7 Create and sustain an effective partnership with parents/carers to support and improve pupils' achievement and personal development.

2.8 Develop effective links with the community, including voluntary organisations, businesses and enterprises, to extend the curriculum and enhance teaching and learning.

2.9 Promote extra-curricular and super-curricular activities across the curriculum.

2.10 Participate in teaching pupils in the school to such an extent as may be appropriate having regard to the Headteacher's other duties.

2.11 Contribute to the development and improvement of teaching across the schools and academies within the Trust.

3. Leading and managing staff

3.1. Provide supportive, developmental, effective and regular operational leadership and management of senior and middle leaders with delegation of responsibilities, strong two-way communication, regular oversight and feedback.
3.2. Participate in the recruitment and selection of teaching and non-teaching staff.
3.3. Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear and appropriate delegation of tasks and devolution of responsibilities.
3.4. Implement and sustain effective systems for the management of staff performance including the development and maintenance of a culture of high trust, high expectations of self and of others, taking appropriate action when performance is below expectation.
3.5. Lead, co-ordinate and monitor the continuing professional development of staff and Early Career Teachers.
3.6. Ensure that professional duties are fulfilled, including those of the Headteacher.
3.7. Arrange for the Deputy Headteacher or suitable other persons, to assume responsibility for the discharge of the Headteacher's responsibilities at any time when absent from school.
3.8. Develop excellent working relationships with staff, pupils, parents/carers, governors, the community and other stakeholders within and beyond the Trust.

4. Efficient and effective deployment of staff and resources

4.1 Lead the development of school-level policies and procedures concerning the school's resource and asset management.
4.2 Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:
4.2.1 In collaboration with the Trust, ensure the effective management of the school's budget.
4.2.2 Rational allocation and monitoring of time, space and material resources.
4.2.3 Ensuring effective and safe arrangements for the situating and storage of material and equipment.
4.3. Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.
4.4 Make arrangements for the security and effective supervision of the school buildings and site, their contents and the grounds.
4.5 Ensure that any maintenance, repairs or modification, including breaches of health and safety legislation, is acted upon promptly and in accordance with the delegation arrangements of the Trust.
4.6 Ensure effective working relationships with external agencies and services contracted to the school and the Trust.
4.7 Work with the Trust to recruit and retain staff of the highest quality and assist in their professional development.

5. Accountability

5.1. Create and develop an organisation in which all staff are enthused by, are fully committed to and recognise that they are accountable for the success of the school.

5.2. Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Trust, governors, staff, parents/carers, the local community, OFSTED, and others to enable them to play their part effectively.

5.3. Ensure that parents/carers and pupils are well-informed about the curriculum, attainment, behaviour, attendance, safeguarding and progress, and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.

5.4. Maintain such records of the school as are appropriate to communicate its development, improvements and achievements.

5.5. Carry out any other such duties as may be reasonably required by the Trust.

6. Other responsibilities

6.1. Promote the Trust's vision.

6.2. Champion the Trust's values.

6.3. Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

6.4 Share excellent practice and learn from, with and about other schools in the Trust.

6.5 Liaise effectively with, and support the work of, the Trust to enable it to ensure the effectiveness of all its schools and academies.

6.6. Carry out any such duties as may be reasonably required by the Trust.

This appointment is with the Higham Lane Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Higham Lane Trust Contract'.

Higham Lane School Headteacher Post - Person Specification

Ref	Criteria	Essential (E)/Desirable (D)	Application form	Interview/Other task
Qualifications and Training				
Q1	Qualified Teacher Status	E	√	√
Q2	A degree level qualification or equivalent	E	√	√
Q3	Further relevant professional or academic study and evidence of continuous professional development (CPD)	E	√	√
Q4	Evidence of commitment to CPD, including leadership training	E	√	√
Q5	Knowledge of current issues in education	E	√	√
Q6	A relevant leadership qualification such as NPQH and/or NPQEL or other relevant qualification	D	√	√
Safeguarding				
S1	Experience of nurturing the safeguarding culture within a school so it is embodied by all staff and everyone is kept safe and committed to safeguarding and inclusion	E	√	√
S2	A clear understanding of and commitment to promoting safeguarding of all pupils and working with parents and carers and relevant agencies	E	√	√
Experience				
E1	Extensive experience of proven, strong, successful senior leadership and management in more than one secondary school	D	√	√
E2	Evidence of demonstrating a strategic leadership style and strategic planning characterised by integrity, creativity, resilience and clarity	E	√	√
E3	Experience of implementing, managing, and evaluating change in a collaborative way	E	√	√

Ref	Criteria	Essential (E)/Desirable (D)	Application form	Interview/Other task
E4	Significant experience of using data to plan and improve pupils' outcomes, identifying barriers and strategies to overcome them and to establish benchmarks and set targets for improvement	E	√	√
E5	Experience of making effective use of funding and resources, managing delegated organisational budgets and other external funding sources	E	√	√
E6	Experience of high-quality risk management and ensuring risks are mitigated in line with the school's risk management policy	E	√	√
E7	Experience of using evidence-informed approaches both in teaching and learning strategies, systematically across the school and in the creation of policies, procedures and school improvement plans	E	√	√
E8	Demonstrable experience of successful, supportive line management, staff development and performance management	E	√	√
E9	Experience of working with a governing board and fulfilling commitments arising from accountability to it	E	√	√
E10	Senior Leadership Team experience through successful Ofsted inspection	E	√	√
E11	Experience in successfully recruiting, appointing and inducting staff	E	√	√
E12	Experience of successful partnership working	D	√	√
Knowledge, Understanding and Skills				
K1	A clear understanding of leadership styles and practices, and their effects in different contexts within and across schools.	E	√	√
K2	A clear understanding of what makes outstanding teaching and educational provision through a deep understanding of how pupils learn and thrive; the ability to develop and sustain a culture where each teacher and member of support staff has a professional obligation to improve their practice and you being able to model this to others	E	√	√
K3	A clear understanding of the characteristics of and strategies for developing effective	E	√	√

Ref	Criteria	Essential (E)/Desirable (D)	Application form	Interview/Other task
	student personal development, developing outstanding citizens with exemplary character			
K4	A clear understanding of how to create whole school accountability systems, implementing them with the support of SLT and middle leaders, combining data from a range of sources to maximise the achievement of pupils, monitor progress and identify weaknesses and strategies to overcome them	E	√	√
K5	Knowledge and understanding of how to manage the school's environment effectively and efficiently to ensure it meets the needs of all pupils and staff and meets the needs of the curriculum and all health and safety regulations	E	√	√
K6	An understanding of how to empower pupils to thrive, achieve success and be actively engaged in their own learning. Setting high expectations for all and preparing all pupils from all backgrounds for the next phase of their education or training	E	√	√
K7	Understand how a school can fulfil its statutory duties regarding the SEND Code of Practice	E	√	√
K8	Knowledge and understanding of developing and maintaining effective strategies and procedures for staff induction, continuing professional development and performance review	E	√	√
K9	Excellent communication skills and proven ability to communicate effectively with, listen to, reflect and work with the whole school community and other stakeholders	E	√	√
K10	Knowledge and understanding of statutory frameworks which set out professional duties and responsibilities, including personal accountability	E	√	√
K11	Understand how to ensure effective planning, collaborative support and evaluate work undertaken by staff	E	√	√
K12	Able to determine, organise, resource and implement a challenging and ambitious broad and balanced curriculum, underpinned by an effective, intelligent assessment and reporting framework	E	√	√
K13	Knowledge and experience of effective people management, strategies and practice and understanding of personal accountability	E	√	√

Ref	Criteria	Essential (E)/Desirable (D)	Application form	Interview/Other task
K14	Knowledge of proven strategies that secure high standards of behaviour and attendance	E	√	√
K15	Knowledge of national and local issues including educational issues and their impact on the school	E	√	√
K16	Knowledge of the current Ofsted inspection framework and World Class Schools status	E	√	√
K17	Knowledge of how new technologies may both support and enhance teaching and learning and how they may support and assist the management of the school	D	√	√
K18	Knowledge of employment law, equal opportunities legislation and personnel matters	D	√	√
K19	Understanding of the requirements and features of successful post-16 provision.	E	√	√
Personal Qualities				
P1	Ability and passion to create, and secure commitment to a clear vision for an effective and high-achieving school	E	√	√
P2	Commitment to a dynamic, broad and balanced curriculum, rigorous assessment and the highest standards of achievement	E	√	√
P3	Commitment to continuous improvement through accurate self-evaluation, an acute sense of accountability and a commitment to transparency	E	√	√
P4	Be committed to building positive relationships, demonstrating optimistic and enthusiastic personal behaviour, rooted in mutual respect. Treating pupils, staff, parents, governors and the wider community equitably and with dignity, respect, honesty and kindness, ensuring a safe and healthy environment	E	√	√
P5	Have a commitment to valuing and supporting and encouraging the professional development of all staff, building, motivating and nurturing a strong, collaborative team culture to deliver school improvement	E	√	√

Ref	Criteria	Essential (E)/Desirable (D)	Application form	Interview/Other task
P6	Willingness to foster an open, transparent culture and deal with difficult conversations, including challenging under-performance and conflict with integrity at every level	E	√	√
P7	Showing tolerance and respect for the rights of others, recognising and valuing differences and cultural diversity, promoting social cohesion in a multi-cultural setting, and upholding the fundamental British values. Ensuring personal beliefs are not expressed in any way that may exploit the position	E	√	√
P8	Commitment to uphold the 7 principles of public life (Nolan principles) at all times	E	√	√
P9	Ability to prioritise and manage one's own time effectively and work under pressure and to deadlines, remaining resilient	E	√	√
P10	Be able to manage one's own workload and that of others to allow for an appropriate home/work balance and model this to others	E	√	√
P11	Able to review and reflect on one's own practice, set one's own targets, take responsibility for one's own CPD and take into account feedback from others	E	√	√
P9	A drive and commitment to getting the best outcomes for all students whilst monitoring, evaluating and reflecting resources to ensure they are improving the quality of education for all pupils and that they provide value for money	E	√	√
P10	Commitment to seeking the best provision and outcomes for vulnerable students and those with special educational needs and disabilities	E	√	√
P11	Willingness to engage in high quality research, sharing good practice, celebrating success and accepting responsibility for outcomes	E	√	√
P12	A sense of optimism, enthusiasm and humour	E	√	√

Safeguarding

Please note our clear expectations regarding personal and professional conduct of staff and the safeguarding of students:

- To have total regard for the need to safeguards students' wellbeing, in accordance with statutory provisions.
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

Higham Lane School is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the School website, describes why and how we collect and use personal data and provides information about individuals' rights.

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