



**Robertsbridge
Community College**

Part of the



HEADTEACHER

Candidate Recruitment Pack

L21 – L34 (Outer London)





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Safeguarding Statement

The Aquinas Church Of England Education Trust is committed to safeguarding and promoting the welfare of children. We expect all staff, governors, volunteers and visitors to share this commitment.

Welcome



From the Chief Executive Aquinas Church Of England Education Trust

Dear Candidate,

Thank you for considering the **Headteacher** vacancy at **Robertsbridge Community College**.

The School is set to join the Aquinas CE Education Trust on **1st March 2025**, after a period of 18 months under the guidance of an Interim Executive Board. Our Trust is a successful and highly collaborative family of schools, committed to raising the educational ambitions of the communities it serves. The move from the Local Authority to becoming an academy is a fantastic opportunity for the School to reset and build on a strong foundational core.

In April 2024 the school received an Inadequate Ofsted report. Following this outcome, significant investment into school improvement has been made, and the school has been well served by an experienced interim Headteacher who will hand over to the new Headteacher for the start of the 2025/25 academic year.

We are now seeking to appoint an exceptional Headteacher, who will promote a culture of excellence, be passionate about the transformational power of education and be driven to secure the very best outcomes for our students. The successful candidate will be joining a school that is poised to improve rapidly, as part of the Aquinas Trust.

We would welcome applications from existing Headteachers wanting a new challenge as well as those from talented and ambitious Deputy Headteachers looking to take their next step in senior leadership within a supportive Trust.

As the CEO, I am privileged to lead the Aquinas Trust and am immensely proud of the achievements of all our staff, children and young people. Aquinas is a dynamic and exciting place to learn because of the hopes and aspirations we have for the future and, quite simply, for the people within it and our commitment to Life Transforming Learning.

For an informal discussion about the role or to arrange a visit, or about joining the Aquinas Trust, please contact aquinas.recruitment@aquinatrust.org who will be happy to arrange this for you.

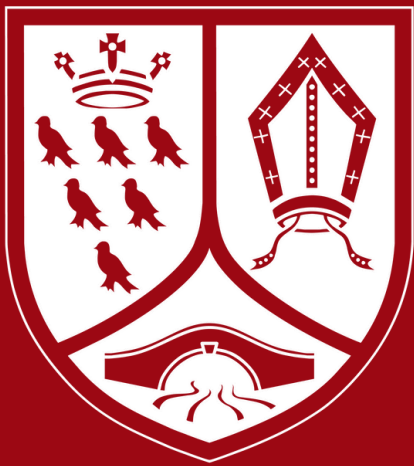
I very much look forward to receiving your application.

A handwritten signature in black ink that reads "Kathy Griffiths".

Kathy Griffiths
Chief Executive, Aquinas Education Trust



***Our shared vision of
Life Transforming Learning
places values at the heart
of all we do***



About Robertsbridge Community College

Robertsbridge Community College is a happy, welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex. Robertsbridge lies approximately 10 miles north of Hastings and 13 miles south-east of Tunbridge Wells. The village is well connected with a main railway line from Hastings to London, and to the A21 trunk road.

Our Vision and Values

Our vision is for Robertsbridge to be a school where happy young people thrive and grow into successful adults. A school where our young people are nurtured and challenged across the Robertsbridge experience to be the best they can be, unlocking potential within a caring environment where great teaching is the norm.

Our school is a safe, happy, exciting place where the student is at the heart of everything we do. Our students are cared for, nurtured and challenged, enabling them to thrive and flourish, making great progress as learners and people.

Our People

Staff at Robertsbridge are passionate and committed to providing the best possible experience for our students. We are reflective, outward facing professionals committed to exploring how we can make the Robertsbridge experience even better. Every member of staff is on their own learning journey, and we are committed to growing and nurturing everyone in the school community within a learning culture



Our Journey

The school has experienced a period of change and improvement as we work tirelessly to further develop our work in response to our last OFSTED report. Our 2024 GCSE results were the best results we have achieved for five years and are clear evidence that Robertsbridge is going from strength-to-strength on our improvement journey.

About Aquinas Church Of England Education Trust



Established in 2013, the Trust was founded as a natural development of positive relationships built between neighbouring Church of England schools; initially in the Bromley area. In November 2018, we added two community schools to our family, Rye College and Rye Community Primary School in East Sussex.



We have a shared vision of Life Transforming Learning that places our values at the heart of all we do. Our values, founded on Christian principles, have excellence at their heart. We invest in teaching and leadership so that we deliver highly effective learning across the Trust. We believe in learning from and growing through the rich diversity of backgrounds and beliefs.



All Schools within Aquinas collaborate to share their professional expertise and partner with the wider community so all can flourish. We take collective responsibility for those in our schools; working together to pool our energy to find solutions to problems that arise to remove barriers that may prevent success.

At Aquinas, we work together so that our learners have an exceptional education; one where individuality is celebrated, talents are nurtured and progress is sustained from early years to Post 16.



Our Academies

Since our first primary and secondary schools came together, a further ten schools have joined us. We now have twelve academies (three secondaries), with over 700 colleagues, and almost 5000 children and young people in our care.



Bishop Justus CE School



Cudham CE Primary School



Keston CE Primary School



Parish CE Primary School



Robertsbridge Community College



Rye College



Rye Community Primary School



St George's CE Primary School



St John's CE Primary School



St Mark's CE Primary School



St Nicholas CE Primary School



Trinity CE Primary School

The Headteacher Role

Salary: L21 (£85,369) - L34 (£115,927)*

What we're looking for in our new Headteacher

The Aquinas CE Education Trust is seeking to appoint an outstanding individual to be our new Headteacher to start in **September 2025**.

We are seeking an inspirational leader who will support the Trust in actively promoting the vision and ethos in every aspect of Trust and school life. This is the ideal opportunity for someone who is forward thinking, innovative in leadership and displays a passion for education, learning and well-being.

Experience and Key Qualities

We welcome applications from experienced leaders or those looking for their first headship.

Our ideal candidate will:

- Have extensive experience of senior leadership.
- Hold an NPQH or be open to obtaining the qualification.
- Have experience of working in a variety of school settings.
- Be an excellent communicator with the ability to work independently and as part of a team.
- Be experienced in leading school improvement and strategy.
- Be able to lead on delivering an outstanding learning environment.



We would welcome a letter of application if you are:

- An inspirational, outstanding classroom practitioner committed to helping children achieve high academic standards and outcomes.
- An exceptional individual who demonstrates energy, passion and excellence.
- Able to demonstrate a proven track record of implementing change to raise standards and achievement for all students.
- Highly committed and supportive of pupils, parents, staff, AAC members and the wider Trust networks.
- Able to take a lead role, working closely with the senior leadership team and other leading practitioners across the Trust in developing, implementing and evaluating policies and practice that lead to school improvement.
- An experienced leader (minimum of 3 years at senior leadership level) who can provide vision and inspiration for pupils and staff in pursuit of excellence.
- An effective communicator with excellent organisational and interpersonal skills who fully embraces our Trust ethos and Christian values.

***This position is being offered on the Outer London Leadership Range in line with Headteacher positions throughout the Trust.**

Job Description

Purpose of the Role

To create a positive learning environment for all children and staff through effective strategic management of a broad range of duties throughout their school.

Summary of Responsibilities and Duties

The following list of responsibilities and duties is not exhaustive.



School Culture

- Establish and sustain the school's ethos and strategic direction, in partnership with those responsible for governance and through consultation with the school community.
- Ensure the school's ethos and strategic direction is in line with the values and vision of the Trust.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community, and a safe, orderly and inclusive environment.



Whole-school organisation, Strategy and Development

- Provide overall strategic leadership and, alongside others, lead, develop and support the strategic direction, vision, values and priorities of the school.
- Ensure the Trust's strategic direction, vision and values are reflected in the school.
- Establish, oversee and evaluate systems, processes and policies that enable the school to operate effectively and efficiently.
- Produce and implement improvement plans and policies that benefit the development of the school and the Trust.
- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.



Teaching

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.
- Lead and manage teaching and learning throughout the school, including ensuring that a teacher is assigned in the school timetable to every class or group of pupils.
- Teach, as required.
- Work effectively with other leaders within the Trust.

Job Description



Curriculum and Assessment

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.



Health, Safety and Behaviour

- Promote the safety and wellbeing of pupils and staff.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Ensure good order and discipline amongst pupils and staff.
- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct, in accordance with the school's Behaviour Policy.
- Implement consistent, fair and respectful approaches to managing behaviour.



SEND and Additional Needs

- Ensure the school holds ambitious expectations for all pupils with SEND and additional needs.
- Establish and sustain culture and practices that enable pupils with SEND and additional needs to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents and professionals to identify the additional needs and SEND of pupils, and ensure support and adaptation are provided where appropriate.
- Ensure the school fulfils its statutory duties with regards to the SEND code of practice.



Management of Staff and Resources

- Lead, manage and develop staff members, including management of their performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the Director of Learning on pay recommendations for teachers.
- Organise and deploy resources within the school.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing staff members, e.g. unions.
- Ensure staff are deployed and managed well with due attention paid to workload.

Job Description



Professional Development

- Promote the participation of staff in relevant CPD.
- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the 'Standards for teachers' professional development'.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other staff members.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- Take responsibility for their own learning, engaging critically with Education research.



Communication and Working with Others

- Consult and communicate with the CEO, Aquinas Advisory Council (AAC), staff, students and parents.
- Build and maintain excellent relationships with other schools in the Trust, the Central Team, AAC and the Board of Trustees.
- Collaborate and work with colleagues and other relevant professional within beyond the school including relevant external agencies and bodies.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit to ensuring the school works successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students.



Governance and Accountability

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with trustees and the AAC.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Job Description



Ethics and Professional Conduct

- Always uphold and demonstrate the Seven Principles of Public Life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Uphold public trust in school leadership and maintain high standards of ethics and behaviour.
- Build relationships rooted in mutual respect and observe proper boundaries appropriate to their position.
- Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit their position or students' vulnerability, or which might lead pupils to break the law.
- Serve in the best interests of the school's students.
- Conduct themselves in a manner compatible with their influential position in society by acting ethically.
- Uphold their obligation to give account and accept responsibility.
- Know, understand and act in line with the relevant statutory frameworks which set out their professional duties and responsibilities.
- Make a positive contribution to the wider education system.
- Lead on and promote a working environment with equality, diversity and inclusion at its core.
- Instil the core Christian values of respect, service, wisdom and stewardship throughout the school.



Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The postholder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.



Variations

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Headteacher

Person Specification

Qualifications, Training and Experience

Essential

- Qualified teacher status (QTS)
- A degree level qualification or equivalent
- Further relevant professional and/or academic study and evidence of CPD

Desirable

- Knowledge of current issues in Education
- A relevant leadership qualification
- National Professional Qualification for Headship
- Experience of working within a Trust

Skills and Experience - Essential

- At least three years of proven strong, successful senior leadership and management experience in a school.
- Evidence of demonstrating a strategic leadership style that is characterised by integrity, creativity, resilience and clarity.
- Experience of implementing, managing and evaluating change in a collaborative way, ideally within a multi academy trust.
- Experience of raising standards that have impacted positively on students and teaching and learning.
- Significant experience of evaluating and using data to plan and improve student outcomes.
- Experience of making effective use of funding and other resources.
- Strong financial planning and management skills.
- Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.

Knowledge - Essential

- Working in partnership in a Trust.
- An understanding of how to empower students and staff to excel.
- An ability to drive a culture where outstanding teaching and learning is central to the school's work.
- An up to date knowledge of current educational thinking and the latest research.
- A clear understanding of and commitment to promoting safeguarding within the school community.
- Knowledge and understanding of the statutory frameworks which set out professional duties and responsibilities.

Personal Traits - The Successful Candidate will:

- Demonstrate optimistic personal behaviour.
- Be able to build positive relationships rooted in mutual respect.
- Have a commitment to valuing, supporting and encouraging the professional development of all staff.
- Be able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard.
- Be committed to building and maintaining effective and positive relationships with all stakeholders.
- Be able to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in children's lives.
- Be able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.
- Show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.
- Contribute to the flourishing of the wider Trust.

How to Apply



Please send your application, outlining your suitability for the role against the Headteacher person specification and job description, by email to Aquinas.recruitment@aquinatrust.org.

Closing date for applications: **Midday Monday, 24th February 2025.**

Interviews will be held on Wednesday, 5th March and Thursday, 6th March 2025.

Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

Visits to the school are welcomed. For further information about the role or to arrange a visit please contact aquinas.recruitment@aquinatrust.org.

Shortlisted candidates will be asked to bring appropriate identification with them to interview.

For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references.

Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.



We reserve the right to interview and appoint at any stage during the recruitment process.

Benefits of Working with Aquinas



A critical part of our People Strategy is to ensure we welcome and retain our valued employees and ensure that they are supported both at home and at work.

Aquinas is also committed to staff professional development - The Aquinas Flourishing People: Continued Professional Learning and Development (CPLD) cycle involves Self Evaluation, Development Goal Setting and Termly Check-ins. Alongside this, staff have the opportunity to 'Research, Train and have a go'.

Here are some of the benefits we offer:

Lease An Electric



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.

Benefits through Enjoy



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.

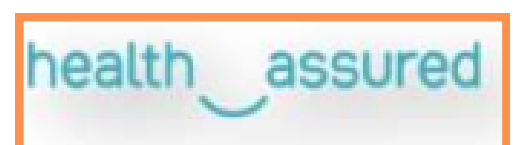
Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years access thousands of amazing discounts online and on the high street.



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and wellbeing. Typically support may include assessment, counselling and referral for individuals or their family.





Thank you for your interest in becoming a Headteacher in our Trust.

Contact Details

Aquinas Church of England Education Trust
Magpie Hall Lane
Bromley BR2 8HZ
United Kingdom
Telephone: 020 3949 7006

www.aquinastrust.org

aquinas.recruitment@aquinastrust.org
