



Tanbridge House School  
Headteacher Information Pack  
January 2022



# Welcome from Morgan Chambers, Chair of Governors

January 2022

Dear Applicant

Welcome to Tanbridge House School.

Thank you for your interest in this exciting position. We are looking forward to welcoming a new headteacher from 1 September 2022 to lead our dynamic and high achieving school, located within the West Sussex local authority.

Tanbridge House is at the heart of the community in Horsham. First and foremost, our focus is always on the student. We encourage every individual to thrive, develop and to be exceptional every day through our core values of Care, Kindness and Achievement.

Under the leadership of our former headteacher, we have acquired a well-deserved reputation for going the extra mile for every child, no matter how challenging. We encourage every student to be the best they can be and to develop themselves to become respectful citizens, who achieve their potential in all that they do. At Tanbridge House, we have a strong understanding of our individual and collective responsibilities, both to the school and our wider community.

Our standards and expectations are exceptionally high and we were proud to be graded as 'Outstanding' by Ofsted in 2012. Since then, we have not been complacent; our drive and enthusiasm to ensure all students reach their personal best remains undiminished. Our curriculum is bespoke and ambitious and meets the needs of all learners, ensuring the very best outcomes are achieved by all, irrespective of starting point. We are proud too, of our consistently outstanding academic outcomes, especially as our per pupil funding is amongst the lowest in the country.

Year	Progress 8 / VA** (ALL)	Progress 8 (Disadvantaged)	Progress 8 (SEND)
2018	+0.65 (240)	+0.30 (26)	+0.47 (43)
2019	+0.53 (295)	+0.02 (38)	+0.28 (46)
2020* (CAG)	+0.78 (303)	+0.53 (25)	+0.21 (40)
2021** (TAG)	+0.66 (298)	+0.31 (34)	+0.14 (30)

*\*No BTEC or GCSE examinations took place due to the Covid-19 pandemic - CAGs*

*\*\* A8 estimates provided from national collaborative data (approximately 1100 schools who use SISRA) to match scaled KS2 scores to A8 estimates - TAGs and Value Added scores.*

However, whilst we are proud of our 'Outstanding' grading, our new leader will be relentlessly focused on inclusivity, fairness and opportunity. We achieved the Equaliteach Gold Equalities Award in 2020. We were thrilled that our strong commitment to diversity and inclusivity was recognised through this award and remains central to all that we do, so that students can be themselves in a safe, supportive, accepting community.

We are proud of the support the school receives from parents/carers and stakeholders in our wider community. Parental support was crucial in navigating the difficult months of remote learning and reopening uncertainty. Our school's response to supportive home learning strategies through live lessons, pastoral care and the delivery of IT resources ensured that access to learning was available to all. Home support and two-way communication was strong and valued throughout unprecedented times.

Our students' attitudes and behaviour are excellent; at the same time, as in every school, some students require careful individualised support. Our exceptional pastoral system underpins everything we do. We work with every child to ensure they succeed and we have

recently implemented an Integrated Services Provision for students who are struggling to access the mainstream curriculum. We work supportively and imaginatively to ensure that every student leaves Tanbridge House with qualifications, whilst maintaining the highest standards of behaviour, learning and achievement throughout the school.

Continuing to improve the quality of education will remain a priority, enhanced by access to high quality, bespoke CPD being the cornerstone of our staff support structure.

We are dedicated to delivering excellence across the STEAM (Science, Technology, Engineering, the Arts and Maths) subjects; providing a wide range of opportunities for our students in these areas. We have been at the heart of a range of projects and developments relating to digital technology and our students take part in Maths Challenges, Science events with local universities and much more.

Our curriculum provides accessible and personalised opportunities for all students. In addition to our curriculum providing vocational options at KS4, we strive to achieve excellence across all departments and also have a fantastic reputation in subjects such as Music, Drama and Physical Education. Sport is an important fabric of the school. Our external shows, such as the annual School Production, Gym and Dance Shows, School Concerts and Rock Challenge are something truly special and a testament to this. We are particularly proud of the contributions our students make to local and regional charities, never losing sight of how they can support others.

Governors feel exceptionally fortunate to work alongside a committed, professional staff and a dedicated support team. This includes a dedicated and experienced group of senior leaders that will be led by Mark Sheridan, in the interim period, until a new headteacher is appointed.

The Full Governing Body is looking to work alongside a headteacher committed to developing their staff to get the absolute best from their students and work closely with the local community. We also recognise our responsibility as a critical friend and in supporting the continuing professional development of the person appointed.

Tanbridge House is an inspiring environment and will be an amazing place to lead. The normal challenges of headship will never be absent, but there is a real sense of positivity, commitment and collegiate comradery at the school.

You are warmly encouraged to visit the school in advance of submitting your application, and visits will be offered with Covid appropriate adjustments. Please do not hesitate to get in touch with the Headteacher's PA, Miss Gemma Strugnell ([gstrugnell@ths.uk.net](mailto:gstrugnell@ths.uk.net)) to arrange a time and date and if you require any further information. I also direct you to our [website](#) for more information and news about the school.

The Governors thank you again for your interest in this significant appointment and look forward to receiving your application.

Yours faithfully

Morgan Chambers, PhD  
Chair of Governors

## Advert

### HEADTEACHER Group 7 L33- 39

11 - 16 Co-Ed School - 1533 Students

Required for September 2022

Tanbridge House School is an inclusive and innovative co-educational school. We have excellent purpose-built facilities and are proud to have been rated as 'Outstanding' by Ofsted in our most recent inspection. We are a comprehensive school where every child really matters.

The Governors are seeking to appoint an inspirational and forward thinking headteacher to lead the school on to the next stage of its development.

We would love to receive your application for the headteacher role, if you:

- Are committed to supporting and inspiring every student at Tanbridge House to be the best they can be
- Are dedicated to the principles of inclusion in a fully comprehensive setting
- Have extensive experience of leading continuous school improvement at a senior level
- Have a deep understanding of and commitment to our vision and values
- Have a track record of leading and inspiring colleagues, students and parents and enthusiastically collaborating with stakeholders including the governors, community and local authority

We are an equal opportunity employer and welcome applications from all sections of the community. We embrace diversity and make necessary adjustments to be inclusive.

Please complete the application form and write an accompanying letter of application (of no more than 2 A4 sides/500 words) addressed to the Chair of Governors which addresses the questions:

1. *What are the principal challenges of headship?*
2. *How are you prepared for them and what personal attributes would you bring to the school?*

We are committed to safeguarding the welfare of students and expect all staff and volunteers to share this commitment. [The post is subject to a DBS enhanced certificate.](#)

**The closing date for applications is midday on Friday 4 February 2022**

**Interviews will be held on 8 and 9 March 2022**

Please see the school website <https://www.tanbridge-house-sch.co.uk/How-to-Apply/> for an application form. All applications should be emailed to the school at [jobs@ths.uk.net](mailto:jobs@ths.uk.net).



Please contact Jill Friese-Greene, Business Manager, on extension 208 if you have any queries regarding the application form and information pack. Please note that CVs are not acceptable.

## Application Timeline:

Action	Date
Advert released	Tuesday 11 January, 2022
Preliminary school visits by appointment	January 2022 - dates by appointment
Closing date for applications	Friday 4 February 2022 - midday
Interviews and exercises - 1 <sup>st</sup> day	Tuesday 8 March 2022
Interviews and exercises - 2 <sup>nd</sup> day Select candidate	Wednesday 9 March 2022
Governor ratification of candidate choice	Wednesday 9 March 2022 - late afternoon



## School Aims, Values and Ethos:

Tanbridge House School is an inspiring school which believes in academic excellence for all.

We aspire to be **"Exceptional Every Day"** through our core values of **Care, Kindness and Achievement**.

Our aims as a school reflect our ambition for continual progress and our passion for being the best school that we can be for our students, parents, staff and community links:

- Ensure that every student is supported to maximise their academic potential and reach their "personal best"
- Enable every student at Tanbridge House School to become self-motivated to develop respect of others and gain a real sense of self-worth within a caring and nurturing school environment
- Build strong links with parents/carers and our community to provide an outstanding educational experience for all learners in a co-educational environment
- Insist on excellent teaching to ensure progression and actively respond to individual needs, talents, skills and interests
- Promote enquiring minds, creativity and confidence
- Ensure provision of the best facilities in a comfortable, attractive and safe workplace
- Empower students at Tanbridge House School to develop essential skills for lifelong learning, vital for success in a fast changing and diverse society

At the very heart of our school is a kind and caring community. Teachers, support staff and all other adults formally connected to the school are excellent role models. Students are encouraged to support each other in all aspects of school life.

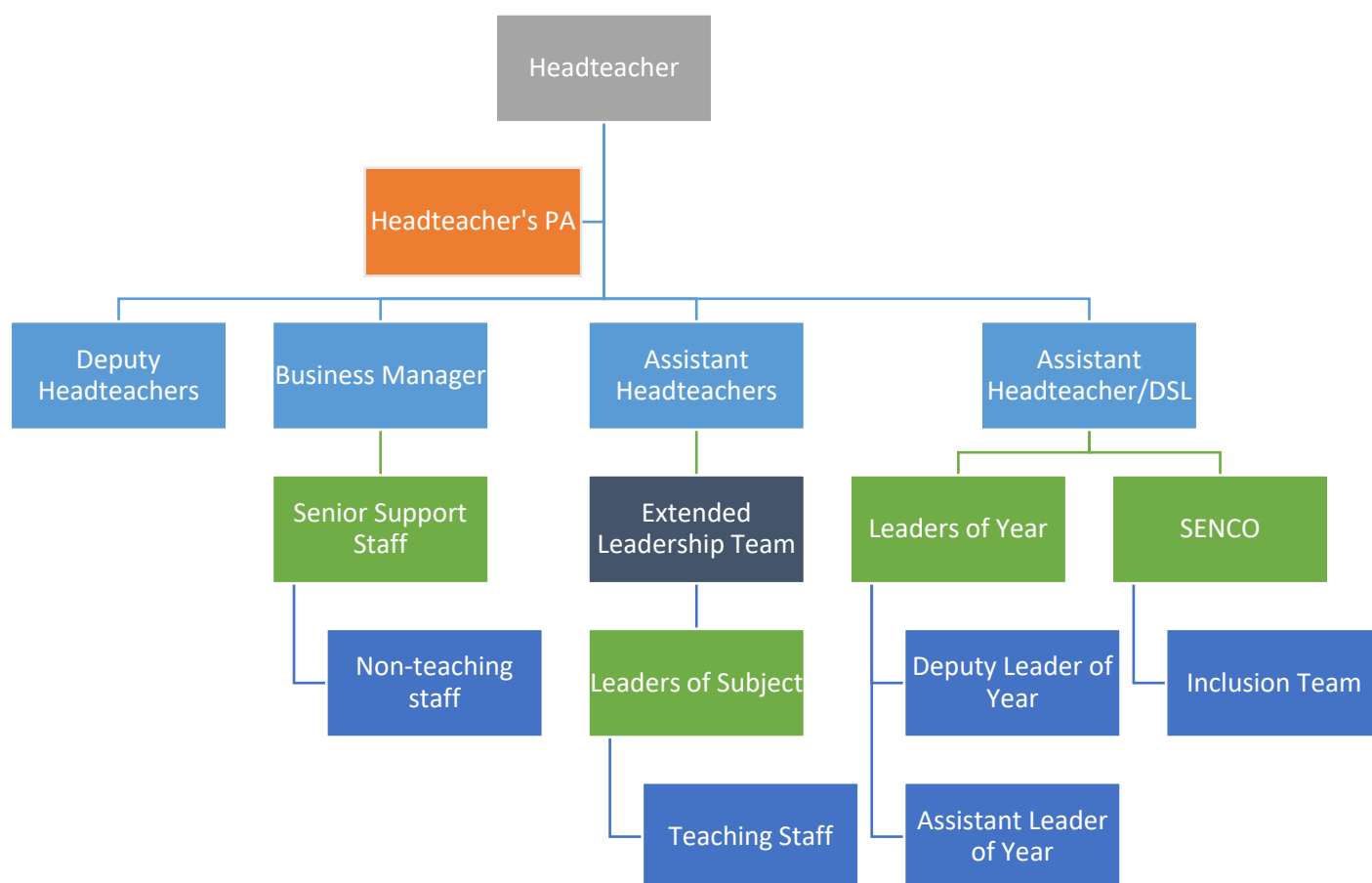
This underpins all that we do and all that we hope to achieve. Once this is in place, all of our other aspirations come to life, helping Tanbridge House School to be:

- A kind and caring school
- A safe and happy place to learn
- An inclusive school - embracing diversity
- Delivering excellence in all subjects
- A stimulating place to learn
- A school which encourages personal best in learning and beyond.



Get a taste of life at Tanbridge House by watching our video [here](#).

## Tanbridge House School Structure



## Roles and Responsibilities

### Senior Leadership Team

Interim Headteacher	Mark Sheridan	Raising Achievement
Deputy Headteacher	Vicky Edwards	Curriculum Quality of Education: Teaching and Learning CPD
Business Manager	Jill Frieze-Greene	Human Resources Finance Premises
Assistant Headteacher and DSL	Pete Marshallsay	Alternative Provision Pastoral Child Protection
Assistant Headteachers	Gerald Featherstone	IT and Network
	Nikki Kindon	Data Attendance
	Steve Loney	Disadvantaged students Teacher Training Year 10 Senior Link
	Mark Osmond	Quality of Education: Marking and Assessment Timetabling Year 7 Senior Link
	Hannah Simon	High Performers PSHE

### Extended Leadership Team

Ellie Dickinson	Accessibility - differentiation, scaffolding and challenge Developmental observations
Rebecca Harry	Leader of Teacher Training ECF Lead
Kirsty MacKay	Leader of Performing Arts Year 9 Senior Link Child Protection Officer Intervention and Mentoring
Sarah Powell	Literacy
Lesley Price	Attendance & CLA link Year 8 Senior Link Child Protection Officer
Adam Stender	Numeracy STEAM Aspiring to Leadership training
Gail Watson	Awards and Charity Diversity and Inclusivity Year 11 Senior Link Child Protection Officer





## **Job Description**

**Job title:** Headteacher

**Job purpose:**

This job description is based on the National Standards for Excellence for Headteachers 2020, which is a minimum requirement for the role.

Accountable to the Governing body, the headteacher will provide leadership for the whole school community ensuring consistent and outstanding excellence. This will include living the vision and values that are at the heart of THS in providing an exceptional education for every student in our care.

Safeguarding and children's wellbeing are the school's highest priority and work in this area must be both rigorous and comprehensive.

**Responsibilities:**

**Vision and values:**

- To articulate and share a clear vision and values with key stakeholders that ensure an exceptional education for all students, irrespective of ability, culture or background
- Translate the agreed vision and values into measurable targets and plans with Governors and Senior team members which will sustain outstanding achievements in all areas
- Ensure that the vision and values live through the culture of the school.

**Teaching and Learning (T&L):**

- Lead a culture of challenge and support to allow every member of staff and student to be what they want to be
- Lead innovation, creativity and technology that drive sustained excellence with a continued focus on curriculum, pedagogy, achievement and wellbeing (moved from vision)
- Embed equality and diversity in all aspects of THS school life and curriculum
- Ensure teachers have expert knowledge of the subjects they teach
- Look to provide high quality CPD underpinned by research development which supports T&L priorities appropriate to all career stages, abilities & ambition
- Establish, in consultation with staff, means for monitoring, evaluating and reviewing the quality of learning, teaching, student development, progress and achievement
- Use a range of technologies to enhance curriculum in line with the change in the educational environment
- Ensure school curricular provision is supported by a wide-ranging selection of extracurricular activity
- Ensure Inclusion remains at the heart of the school and drives best practice for teaching, learning and overarching provision.

### **Wellbeing:**

- Ensure students behave with consistently high levels of respect for others creating a school environment in which commonalities are identified and celebrated and differences are valued and nurtured.
- Create an environment where we ensure outstanding pastoral support for all students and staff and where academic and pastoral is securely embedded for all vulnerable students
- Ensure exceptional quality and rigour of safeguarding provision across the school

### **Managing the School:**

- Look to achieve a positive ethos in the school through effective School Improvement planning (strategic and operational) that is well understood and shared.
- Create a structure that delivers the schools values and targets and allows for effective performance management and feedback for both teaching and support staff
- Recruit and retain staff, with an ongoing focus on CPD, to ensure the goals and vision of the school are met
- Ensure effective use is made of all the school's resources and facilities and that they provide good value for money
- Establish effective processes to address all aspects of risk management, capital planning expenditure and audit control

### **Stakeholders:**

- Communicate with parents and carers to create an environment where engagement for students and parents/carers is active
- Work with the Governing body to ensure compliance and support for strategic delivery
- Work in collaboration with other schools and the wider community, including the LA, to promote effective initiatives, share best practice and uphold the school's value in the local community.



## Person Specification

### Key Elements:

#### Experience and Qualifications

Qualified teacher status and NPQH	Desirable
Experience of leadership in a Year 7 - 11 school	Essential
Track record of successful teaching of students of all abilities	Essential
Evidence of achievement for all, including disadvantaged and SEND students	Essential
Has worked successfully with all stakeholders to maintain and develop strong community relationships	Desirable
Experience of taking the lead in safeguarding (DSL)	Essential

#### Leadership and Managing the school

An inspirational leader, able to motivate and empower all staff and students	Essential
Drives the definition of and implementation of the school's vision and values	Essential
A determination to raise standards across the school with the flexibility to identify and embrace change effectively	Essential
Has experience of strategy formation and implementation at a leadership level	Desirable
Ensures school compliance with all necessary regulatory requirements	Essential
Has sound strategic and financial planning skills with the ability to understand the principles of best value	Desirable
Experience of working on and reviewing staff performance through an effective performance management system	Essential
Experience of presenting a clear account of school performance to all stakeholders including governors, parents, staff and others to enable fulfillment of the headteacher's responsibilities	Essential
Experience of working collaboratively with a range of partners, such as other schools, education providers, LA and the wider community, to enrich the learning experience for students	Desirable

## Teaching and Learning

Substantial experience of monitoring and evaluation, target setting and school improvement planning in order to improve the quality of teaching & learning across the school	Essential
Has an extensive understanding of current & future curriculum developments across KS3 &KS4	Essential
Is able to design and deliver a broad, ambitious and balanced curriculum which includes innovative approaches to enrich the experience of all students	Essential
Has experience of delivering and designing personalised learning approaches, in order to ensure success for every child	Essential
Has in depth knowledge of excellence in SEN/D teaching practice	Essential

## Personal Qualities

A passion for leadership in an educational environment that demonstrates its relevance in future careers of young people	Essential
The highest level of personal integrity	Essential
Enthusiasm and resilience to demonstrate that challenges can be opportunities	Essential
A desire for fairness, kindness, respect in every interaction	Essential
A commitment to recognising and enhancing the best in everyone	Essential
Is professional and confident in engaging at all levels within the community and educational environment	Essential
Is empathetic in required scenarios	Essential

