



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

HEADTEACHER CANDIDATE INFORMATION





THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

Dear Applicant

Thank you for your interest in our vacancy. The vacancy has arisen as a result of the retirement of our current Head after 9 years in post.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers, and the community that we serve.

At The Avon Valley School, we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer, and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed. As a result, we have created a place of learning that challenges and supports all students to aspire, engage and achieve

In our most recent Ofsted inspection (2017) we retained our categorisation as a 'Good' school. The report noted that:

- Senior leaders work very effectively as a cohesive and positive team
- Staff responses to Ofsted's online survey were overwhelmingly positive about all aspects of the school
- Leaders are very focused on raising students' aspirations and their cultural horizons
- Students have very positive attitudes to learning.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers, and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to lead our wonderful school.

Yours sincerely,

Janet Gilbert

Chair of Governors





JOB DESCRIPTION

EVERY MEMBER OF STAFF IS REQUIRED TO:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff

CORE PURPOSE

The core purpose of this role is to provide professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To achieve success the Headteacher will:

- Provide vision, leadership and direction
- Effectively manage and improve learning and teaching
- Promote excellence, equality and high expectations for all students
- Deploy resources in an effective manner to support excellent outcomes
- Evaluate the school's performance, identify priorities for continuous improvement and provide strategic leadership to secure these
- Carry out day-to-day management, organisation and administration
- Develop positive relationships and engagement of the wider community, including local Rugby schools
- Create a safe and productive learning environment that is engaging and fulfilling for all students, including managing student behaviour
- Work effectively with the Governing Body of The Avon Valley School.

STRATEGIC DEVELOPMENT AND LEADERSHIP

- Work with the Local Governing body and other relevant stakeholders to create a shared vision and strategic plan to develop The Avon Valley School in line with the Governing Body's core aims and values.
- Be responsible for The Avon Valley School improvement plan, using appropriate data to understand the strengths and weaknesses of the school.
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school.
- Analyse and plan for the future needs of The Avon Valley School.
- Maximise the educational opportunities arising from the unique context of the school.
- Provide strategic leadership in a manner that inspires, challenges, motivates and empowers others to deliver the vision for the School.

LEADING QUALITY OF EDUCATION

- Determine, implement and regularly review a broad and appropriate curriculum offer, ensuring breadth, balance, relevance and effectiveness for all students.
- Maintain a consistent and relentless focus on students' achievement and attainment, making sure that assessment for learning is outstanding throughout the school and that all teachers use data effectively.
- Ensure that learning is at the centre of strategic planning and resource management.
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that maintain high standards of behaviour and attendance.
- Review and refresh the school's curriculum and, with partners, develop 14-19 partnerships.

- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Demonstrate the principles and practice of effective teaching and learning and contribute to active delivery in the classroom and/or lead teacher CPD, where necessary.

STAFF MANAGEMENT

- Develop effective relationships and communication, which underpin a professional learning community that enables everyone who works at The Avon Valley School to achieve and thrive.
- Foster an open, fair, equitable culture, and manage conflict.
- Develop, empower and sustain individuals and teams.
- Collaborate and network with others within and beyond the school.
- Lead on recruitment and selection, staff capability and disciplinary issues and other relevant staffing matters.
- Give and receive effective feedback and act to improve personal performance.
- Grow and develop a highly effective senior team and cultivate leaders at all levels.

MANAGING STUDENT MATTERS

- Cultivate an environment which promotes equality, respect and diversity.
- Engage parents, carers and families to help children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution, and achieving economic well-being.
- Ensure they and the staff listen, question and respond to what is being communicated by children, young people and those caring for them.
- Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children and young people.

JOB DESCRIPTION

- Develop and implement effective mechanisms to monitor and track pupil progress, continuously striving for improved pupil attainment and progress.
- Work successfully on a multi-agency basis.
- Oversee behaviour management systems, monitor student conduct and liaise with the Chair of Governors over serious student behaviour matters and in the unlikely event of permanent exclusion.

FINANCIAL AND RESOURCE MANAGEMENT

- To work effectively with the School Business Manager to manage the budget for the school.
- To work effectively with the School Business Manager to manage The Avon Valley School resources effectively to best support the success of the school.

DEVELOPING SELF AND WORKING WITH OTHERS

- Regularly review own practice and take responsibility for own personal development.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive school culture.
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work.
- Acknowledge responsibilities and celebrate achievements of teams and individuals.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Manage own workload, and that of others, to allow an appropriate work/life balance.

COMMUNITY

- Foster a culture of collaborative working both within the school and among the local community.

- Build and maintain effective relationships with parents, carers, partners, stakeholders and the local community, seeking, and reflecting on, feedback.
- Develop our links with other schools in the area, facilitating positive and mutually beneficial relationships.
- Recognise the role of The Avon Valley School to enhance the well-being of all children and develop services to meet the needs of the community.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.

ACCOUNTABILITY

- The Headteacher will be accountable to the School's Governing Body.
- Lead the preparation for Ofsted inspections and be accountable for effective OFSTED preparation.
- Be accountable for student outcomes (progress and attainment) at KS4.

SHAPING THE FUTURE

- Work within the School and local community to articulate and promote an educational vision for the school that takes into account, the values and experiences of the School, and the communities it serves.
- Lead this vision with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Ensure that strategic planning and procedures promote sustained school improvement.
- Motivate and lead to create a shared culture and a positive climate consistent with the agreed educational vision and values of the School.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

GENERAL

These accountabilities do not direct the particular amount of time to be spent on

carrying them out and no part of them should be so construed. These accountabilities are not necessarily a comprehensive definition of the post.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for students as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for students.
- Promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

This job description will be reviewed annually and may be subject to amendment or modifications at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is your responsibility to be aware of this job description and apply it to your duties, to maintain your professional portfolio, meet the teaching standards, and to participate in the staff appraisal scheme.

SAFER RECRUITMENT STATEMENT

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

PERSON SPECIFICATION

The Governors and the Trust wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that he or she meets all of the essential criteria listed below and at least some of the desirable criteria.

Key: AF = Application Form L = Letter/Statement R = References I = Interview

ATTRIBUTES		ESSENTIAL	DESIRABLE	HOW TESTED
QUALIFICATIONS/ TRAINING				
Education	Qualified Teacher Status	✓		AF + Original certs to be produced at Interview
	Degree	✓		AF
	Serving or experience as Assistant/Deputy Headteacher	✓		AF / L
	MA in Education		✓	AF
	NPQH or equivalent qualification (or working towards)		✓	AF
EXPERIENCE				
Teaching and Educational Leadership	Evidence of positive impact in both Pastoral and Academic matters at Senior Leader level.	✓		AF / L / R / I
	Experience of evaluating teachers' performance in accordance with Ofsted framework.	✓		AF / L / R / I
	Proven track record in school improvement	✓		AF / I
	Other leadership and management experience, for example: <ul style="list-style-type: none"> Experience of successfully dealing with difficult staffing issues; Experience of managing staff in a manner that empowers them and encourages continuous professional development; Experience in team leadership; Experience in curriculum planning and school development, including pastoral development; Experience in working with external agencies; Experience of timetabling/organisational planning, monitoring and evaluation, data analysing and target setting; Experience of collaborative working and engagement with a school's wider community; Experience of effective liaison with a Governing Body. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		AF / L / R / I
	Experience as a Senior Leader in one or more schools		✓	AF
	Specific teaching experience required for post: successful mixed comprehensive experience		✓	AF / L / R
	Senior Leadership experience in a good/outstanding school		✓	AF / L
	Experience in managing a major change project		✓	AF / I
Professional Knowledge and Understanding The successful candidate will be able to demonstrate skill, knowledge and understanding in the following:	A distinctive personal vision for the school: <ul style="list-style-type: none"> Understanding of cultural educational issues, including national policies, priorities and legislation. Understanding of the role of the Headteacher in leading the spiritual, moral and cultural development of students. Experience and understanding of the strategies and procedures to ensure the safeguarding of children and young people. Secure understanding of the statutory requirements of legislation concerning Equal Opportunities Health & Safety, SEN and Child Protection 	✓ ✓ ✓ ✓		L / I L / I I L / I
	<ul style="list-style-type: none"> Knowledge of the role of the Governing Body. Vision for strengthening the school's links with the wider community, including parents, carers and local schools and employers. 		✓ ✓	I L / R / I

PERSON SPECIFICATION

	<p>The process of strategic planning for school improvement:</p> <ul style="list-style-type: none"> Understanding of the principles and practice of effective school self-evaluation, including data analysis in order to inform school improvement. (L/R/I) Knowledge and understanding of the principles and practice of effective teaching, learning and assessment. (L/R/I) Knowledge and understanding of the strategies used to promote and sustain individual and team professional development. (L/R/I) Detailed knowledge and understanding of the current Ofsted framework. (L/A/I) 	✓ ✓ ✓ ✓		L / R / I L / R / I L / R / I L / A / I
	<p>Resource management and planning:</p> <ul style="list-style-type: none"> Successful experience of managing a budget. (L/A/I) Knowledge of recruiting and retaining staff. (L/A/I) Understanding of performance management process. (L/A/I) 	✓ ✓ ✓ ✓		L / A / I L / A / I L / A / I
<p>Personal and professional qualities and attributes</p> <p>The successful candidate will be able to provide evidence of:</p>	First-rate management of time and self: excellent administration of own and others' workload; a 'can do' attitude; a willingness to work fast at all times; a deep understanding and experience of the personal challenges of senior leadership.	✓		AF / L / R / I
	Evidence of positive impact in both Pastoral and Academic matters at Senior Leader level.	✓		AF / L / R / I
	Diplomacy, the ability to promote harmony, and excellent inter-personal skills.	✓		AF / L / R / I
	Personal resilience, integrity, energy, stamina, good humour and the ability to work calmly and well under pressure.	✓		R / I
	Aware of the need for, and use of, appropriate channels of communications.	✓		L / R / I
	Communicate effectively with a range of audiences and in a range of media.	✓		L / R / I
	Convey personal enthusiasm and commitment.	✓		L / R / I
	Be honest, trustworthy and caring.	✓		L / R / I
	Build and maintain effective relationships.	✓		L / R / I
	Prioritise, plan and organise themselves and others.	✓		L / R / I
	Seek, and take account of, the views of others.	✓		L / R / I
	Develop effective teamwork.	✓		L / R / I
	The ability to promote and publicly represent The Avon Valley School in the best possible light on every occasion.	✓		AF / L / R / I
<p>Application form and letter</p>	The application form must be completed in full.	✓		AF
	Supporting statement should be clear and concise.	✓		L
	Supporting statement should address the job description and criteria in the person specification.	✓		AF
<p>Confidential references and reports</p>	Positive recommendation from current employer or Headteacher (R)	✓		R
	Second professional reference. (R)	✓		R
	DBS check	✓		prior to appointment

The Avon Valley School and Performing Arts College
Newbold Road
Rugby
Warwickshire
CV21 1EH

www.avonvalleyschool.uk