

Whitstone School
inspiring futures



HEADTEACHER

Letter from our Chair of Trustees

Dear Applicant,

Thank you for your interest in joining us at Whitstone School. This is a very exciting time for a highly organised individual to lead our school as we continue to build on recent successes. After a period of rapid and sustained improvement, we are now in a strong position to further elevate our school towards a truly outstanding provision.

As the Chair of Trustees, I am deeply committed to working with our school community to drive strategic improvements. It is a privilege to contribute to the continued success of Whitstone School. Whitstone School is a fully inclusive, comprehensive school which serves the community of Shepton Mallet and surrounding areas. We take great pride in the achievements of our students and the supportive, challenging environment in which they learn. Our commitment is to nurture each individual as they progress to the next stage of their educational journey.

Our 'Good' rating from Ofsted (April 2022), alongside a highly positive Challenge Partners review (December 2023), highlights Whitstone School as a 'happy community school' with a strong culture of respect. Notably, our recent accreditation as an Area of Excellence by Challenge Partners further sets us apart. While we already know the positive impact of our approach on both students and staff, it is always gratifying to receive such affirming feedback from independent inspectors and reviewers.

Preliminary conversations regarding the role can be arranged by contacting Jo Boughen-Hunt at hr@whitstoneschool.org. We warmly encourage potential applicants to visit Whitstone School to experience our vibrant and welcoming community first hand.

I look forward to hearing from you.

Yours faithfully

Sarah Lennon
Chair of Trustees



Welcome to Whitstone School

Whitstone School is a thriving comprehensive school offering young people the opportunity of a bright future. Our staff inspire students with their passion for teaching, their care for all learners and the desire they show to help every child to succeed. Our beautiful school site and investment in learning spaces provides an environment in which students excel.

The Whitstone School community is built upon a shared commitment to supporting our students in their goal to achieve high standards in all that they do. We believe that the education we provide equips our young people to be happy, successful adults and gives them the skills and attributes they need to be fully prepared for life after secondary school. Student conduct in lessons and around the school site is excellent. Our students tell us that this helps them to access learning and to feel safe, respected and valued.

At Whitstone School, we firmly believe that the inspiring experience our students receive in the classroom is instrumental in their learning and academic development. We are truly proud of our highly trained teachers and we place great emphasis on their continual development to ensure that the lessons our students receive are at the cutting edge of educational research and thinking. Our highly motivated and skilled staff focus relentlessly on the experience our young people receive in the classroom. We are proud of this focus on learning and see the benefit in the continued academic success of our students.

Our school community is very aware of the importance of a secure, happy and caring school environment in allow young people to succeed. Whitstone School has established an excellent reputation throughout Somerset as an inclusive and caring school; being large enough to offer an innovative and inspiring curriculum to all students, whilst of a scale that ensures all students are well-known and their needs clearly understood. Our House system, complete with student leaders, inter-House competitions and House charities, develops both a sense of belonging and encourages peer support and guidance.



JOB DESCRIPTION

Job Title: Headteacher

Responsible to: The Board of Trustees

Salary Scale: Leadership Scale Range 22 – 28

Job Purpose:

The core purpose of our Headteacher is to provide dynamic and inspirational leadership. Working alongside the Board of Trustees, the Headteacher will provide vision, leadership, and direction, ensuring the school is effectively organised to meet its aims and targets. The Headteacher will guarantee every student receives an exceptional education, achieving their full potential, while fostering high standards and robust accountability. Additionally, the role involves building strong, meaningful connections with the school community and effectively managing resources to ensure efficiency and value for money

KEY RESPONSIBILITIES

Strategic Direction

1. To provide strategic leadership that upholds and communicates the school's vision, aligning it with its philosophy, aims, and targets. This vision should foster high standards of behaviour, academic achievement, and positive social development for all students, while reflecting the needs of the community and guiding the school's direction.
2. Create and develop the strategic School Improvement Plan, which is underpinned by sound financial planning and management, identifies priorities and targets aimed at raising achievement and is critical to sustaining school improvement. Ensure that the school improvement plan is informed by thorough self-evaluation and that progress towards its targets and objectives is regularly reviewed.
3. Develop and ensure an ethos that supports effective teaching, learning, and achievement, with a strong focus on a broad and balanced curriculum and extracurricular activities. Enable students to make significant progress across academic, spiritual, moral, cultural, mental, and physical domains, preparing them for lifelong success.
4. Build strong partnerships with parents/carers, schools, and the local community, ensuring that all stakeholders are engaged and committed to the school's aims. Regular consultations and feedback should inform decision-making and policy development.
5. To consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring these take account of national trends, local and school data, and inspection and research finding.
6. To serve as a professional advisor to the Governing Body, providing them with the information needed to fulfil their strategic leadership role, offer support and challenge to the school's work, and prepare evaluation documents and improvement plans that align with the school's vision.

Learning and Teaching

1. Maximise progress throughout KS3 & KS4 by setting high expectations for both staff and students, fostering a culture of excellence
2. Determine, organise and implement a diverse, flexible appropriate curriculum for the school and implement an effective assessment framework.
3. Create and maintain a positive learning environment with a clear expectation of behaviour which promotes high standards, effective learning mutual respect.
4. Regularly monitor and evaluate the quality of teaching and learning, ensuring that professional standards are maintained and addressing any underperformance at all levels.
5. Assess, monitor, and evaluate the curriculum, identifying areas for improvement and cultivating a personalised learning culture that meets the diverse needs of students.
6. Produce and revise as appropriate a School Improvement Plan relevant to the needs and development of the students and of the potential resources available to the school.
7. Evaluate the quality of teaching and learning, including provision for Special Educational Needs, using data to drive strategies that promote inclusion, diversity, and accessibility for all students.
8. Foster strong partnerships with parents, carers, the community, and other schools, while creating valuable links with businesses, industry, and post-16 providers to enrich students' learning experiences, achievements, and personal development.
9. Participate, to such an extent as may be appropriate and in consultation with the Governing Body, in the teaching of students in the school, including the provision of cover for absent teachers.

Leading & Managing Staff

1. Take the lead in recruiting and selecting teaching and support staff, ensuring the appointment of the best candidates while upholding Equal Opportunities principles.
2. Promote a culture of fairness, respect, and equity, fostering a positive work environment.
3. Oversee the effective allocation of work and supervision for all teaching and support staff, maximising their skills and contributions to enhance the quality of education and improve standards.
4. Implement and maintain robust systems for managing and inducting staff performance, including participation in the appraisal of both personal and staff performance, as appropriate.
5. Lead by example in promoting professional development, ensuring all staff have access to relevant advice, training, and development opportunities, particularly those identified through appraisal systems.
6. Lead the Senior Leadership Team with a collaborative approach, fostering mutual respect and accountability.

7. Ensure the fulfilment of professional duties and employment conditions as outlined in the STPC document, as well as national and local conditions of service for teachers and support staff.
8. Develop and maintain a decision-making structure that encourages staff participation, while establishing clear channels for communication and formal procedures to address issues and resolve conflicts.
9. Cultivate and maintain strong relationships with organisations representing teachers and support staff to ensure a collaborative working environment.
10. Promote a school culture where safeguarding is a priority, ensuring that every child feels valued and supported.

Finance and Deployment of Resources

1. Act as the Accounting Officer, meeting the requirements of the Academy Financial Handbook.
2. Establish clear priorities for expenditure, allocate funds strategically, and ensure the efficient administration and management of all resources, including staff.
3. Collaborate with the Business Manager, Trustees, and Academy accountants to prepare the annual budget, ensuring financial planning aligns with the school's goals and objectives.
4. Regularly monitor and review the budget to ensure financial stability and alignment with the school's priorities.
5. Ensure the security and effective management of the Academy's buildings, grounds, and contents, adhering to Health and Safety regulations while supporting the needs of the curriculum.
6. Oversee the management, monitoring, and evaluation of resources to improve the quality of education, enhance student achievement, ensure operational efficiency, and secure value for money.

Community Engagement:

1. Strengthen relationships with parents, carers, and the local community to support student success.
2. Promote the school's reputation and engage prospective families with its ethos and achievements.
3. Foster positive relationships with external agencies to enhance student support services.

Governance:

1. Work collaboratively with the Governing Body, providing regular updates and insights to inform and support fulfilling their strategic decision-making.
2. Ensure Trustees are well-informed about school performance, priorities, and progress.

PERSON SPECIFICATION

Qualifications and Experience:

1. Qualified Teacher Status (QTS) and leadership experience at a senior level.
2. Evidence of recent, relevant professional development in leadership and management.

Skills and Knowledge:

1. Proven ability to lead and inspire a secondary school community to achieve excellence.
2. Deep understanding of curriculum design, assessment practices, and effective teaching strategies.
3. Experience managing budgets and resources effectively to support student outcomes.
4. Strong communication and interpersonal skills, capable of building productive relationships with stakeholders.
5. Commitment to safeguarding and promoting the welfare of children.

Personal Attributes:

1. Integrity, resilience, and the ability to inspire trust and respect.
2. A passion for education and unwavering commitment to student success.
3. Reflective and open to feedback, with a focus on continuous personal and professional growth.

This job description reflects the high expectations Whitstone School has for its leadership team and its commitment to providing an exceptional educational experience for all students. The successful candidate will play a pivotal role in shaping the future of the school, its students, and the wider community.

Note: The school is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. An enhanced Disclosure and Barring Service check will be required prior to appointment.

Closing date: Midday Friday 24th January, 2025

Interviews: Week commencing Monday 3rd February, 2025