



**BIDDULPH
HIGH
SCHOOL**

**INFORMATION
FOR CANDIDATES**



Vacancy of

Headteacher

at

Biddulph High School

Biddulph High School, Conway Road, Knypersley, Stoke-on-Trent, Staffordshire, ST8 7AR

Email: office@biddulphhigh.co.uk Tel: 01782 523977 Website: www.biddulphhigh.co.uk

“Working together to achieve our personal best”

CONTENTS

1. Introduction and Ethos
2. Job Advert
3. Letter from the Vice Chair of the Local Academy Governing Board and CEO
4. Leadership Structure
5. Job Description: Headteacher
6. Person Specification
7. How to Apply
8. Timeline for Application Process



1. Introduction and Ethos

POTTERIES EDUCATIONAL TRUST

Vision

'It is our resolute focus to provide the very best education for every child and young person within the Trust, offering a high quality, broad, academic education for the children and young people of Stoke-on-Trent, North Staffordshire and beyond'.

Values

- We strive for excellence in both academic achievement and life experiences to provide a rich education beyond just a set of qualifications.
- We seek to inspire our children and young people, raising their aspirations to be the best they can be and to make a positive contribution to our local and national community.
- We believe in the added value of working partnerships across all phases of education and the benefits it brings to our students.
- We will maintain an open access policy ensuring that admission is not based on academic success, within the context of the available curriculum in each institution.
- The Trust will promote a broad, holistic education for all our children and young people which seeks to broaden their understanding of the world.

All partners in the PET have an equal place, working together with honesty, transparency and fairness. We will learn from each other to add value to our practices and to the children and young people and communities we serve.

BIDDULPH HIGH SCHOOL

Vision

Biddulph High School is at the heart of the community. We want to prepare all of our students for the world of tomorrow through our core values.

- **AMBITION** the determination to allow every student to be successful
- **INDIVIDUALITY** to be yourself and create a path
- **PURPOSE** to be of value to society
- **GROWTH** to develop a lifelong love of learning

Aim

'To be an excellent, inclusive, 13-18 comprehensive school of first choice for all students from the local community. We aim to develop confident, life-long learners with the skills to take ownership of their learning, who are proud of their achievements.'

2. Job Advert



The Potteries Educational Trust is a growing Multi Academy Trust, working collaboratively with educational institutions from across Stoke on Trent, Staffordshire and beyond, seeking to improve outcomes for all children and young people in the region. The Trust is a vibrant Learning Community working to maintain and develop excellent and innovative teaching and learning. The Trust seeks to deliver high quality parental engagement, pastoral support and the pooling of resources and expertise to achieve an Outstanding learning experience and outcomes for all our children and young people. Institutions work together to foster high quality academic and pastoral support, utilising the best elements of educational research in moving existing strong practice to outstanding in every sense.

Headteacher

Biddulph High School

We are seeking to appoint an exceptional Headteacher to lead the future development of Biddulph High School and the wider Trust. If you are a strategic leader who is wholeheartedly committed to education with the skills, experience and knowledge required to provide inspirational leadership whilst sharing our values and ambition to develop excellence in all our young people and staff, we would like to hear from you.

The successful candidate will:

- Provide inspirational, strategic and professional leadership
- Ensure high quality teaching and learning experiences for all our young people
- Build upon the very positive relationships within the school and with the wider community, based upon the values of trust, fairness, mutual respect and inclusiveness
- Promote high standards of behaviour, mutual respect, attendance, and individual attainment
- Maintain the needs and aspirations of all students at the centre of our thinking.

Salary: £77,818 - £90,145 (L27 - L33)

Contract term: Permanent, starting 1st September 2020

Closing date: Sunday 22nd March 2020

Interview dates: Monday 30th & Tuesday 31st March 2020

For further details and an application form please visit the PET website: www.potteries.ac.uk or email hr@potteries.ac.uk. Alternatively, telephone the Personnel Department on (01782) 854210.

To arrange a visit to the school, please contact Mrs D Whitehurst, Headteacher's PA: office@biddulphhigh.co.uk.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.



3. Letter from the Chair of the Local Academy Governing Board and CEO



**BIDDULPH
HIGH
SCHOOL**



Potteries Educational Trust Head Office
City of Stoke-on-Trent Sixth Form College
Leek Road
Stoke-on-Trent
Staffordshire ST4 2RU
Chief Executive Officer: **Mark Kent**

Conway Road
Knypersley
Stoke-on-Trent
Staffordshire
ST8 7AR

Tel: 01782 523977
Fax: 01782 521820
Email: office@biddulphhigh.co.uk
www.biddulphhigh.co.uk

Headteacher: **Mr S P Ascroft BSc (Hons) MA NPQH**

March 2020

Dear Candidate,

Thank you for your interest in the post of Headteacher at Biddulph School. We are looking to select a determined and talented leader to steer the school on its next stage of development as a founding member of the Potteries Educational Trust.

Parents, students, staff and Governors believe that we have an exceptional school with an excellent record of developing the individual talents of our students. As a school, we are both ambitious and innovative; we set very high standards, encouraging all our students to maximise their potential both academically and through an extensive range of extra-curricular opportunities from sports and theatre to dance and foreign visits.

As a learning community we are 'Working together to achieve our personal best'. In February 2017 Ofsted graded the school as 'Good'.

Education at Biddulph High School is founded on 'traditional' themes: ambition, individuality, purpose and growth. There is also plenty of hard work, determination, cooperation, fairness, trust, honesty, kindness and generosity.

Visitors to our school say that our students are a credit to themselves, their families and their school. Our corridors and classrooms are calm yet purposeful. We always look towards the future and students are given every opportunity to gain the qualifications and personal skills that an ever changing world of employment requires.

If successful, you will be joining the school at an exciting time in its journey. We became a member of the Potteries Educational Trust (PET) Multi Academy Trust in September 2019 having helped to create the Trust from its inception in 2017. Find out more about us and the Trust at: www.biddulphhigh.co.uk and www.potteries.ac.uk

We have the ambition and potential to be outstanding. You will join our committed and accomplished staff here at Biddulph High School and across the Potteries Educational Trust to drive innovation in learning and to create opportunities that will change students' lives.

We hope you will be inspired to apply for the post of Headteacher and look forward to receiving your application.

Yours faithfully,

Mr J Hunter
Vice Chair of the Local Academy Governing Board

Mr M Kent
CEO Potteries Educational Trust



4. Leadership Structure

Deputy Headteacher: Mr Richard Briggs

- Appraisal
- Data
- Internal/External Assessments

Assistant Headteacher: Miss Carole Bradley

- Curriculum Development
- Academic Timetable
- Academic Calendar
- Ed Visits

Assistant Headteacher: Mrs Emma Moss

- Student Services
- Safeguarding
- Rewards

Assistant Headteacher: Mrs Claire Carroll-Wright

- SEND
- RSL – DLs (PP)
- CEIAG

Business Director: Mrs Tracey Condliffe

- Site
- Finance
- HR
- E-Network
- Admin/Support Staff

5. Job Description: Headteacher

The position of Headteacher is both challenging and rewarding, providing a determined and talented leader with the opportunity to enhance the lives of young people at Biddulph High School and to successfully serve the local community. In addition, the post offers the opportunity to develop and embed the very best practice across the Potteries Educational Trust, in partnership with the Executive Group.

The Headteacher will:

- Lead the school to prepare all of our students for the world of tomorrow through our core values in order to ensure that each student can realise their full potential
- Work closely with the CEO/Local Academy Governing Board to ensure the vision and values of the school and the Trust are clearly and effectively promoted with staff, students, parents/carers and the wider community
- Implement the Trust-wide improvement priorities and work with the CEO/Local Academy Governing Board to form the Biddulph High School Educational Improvement Plan
- Be instrumental in enhancing the educational offer of Potteries Educational Trust.

Key Responsibilities:

- Enhancing the quality of learning and teaching, progress and outcomes for the students at Biddulph High School
- Ensuring the safety, well-being and personal development of all students at Biddulph High School
- Driving the professional development of the staff team at Biddulph High School
- Delivering the effective implementation of the vision, values and policies of the Potteries Educational Trust
- Ensuring the successful performance rating of Biddulph High School, including DfE Progress scores and Ofsted judgements
- Developing Trust strategic priorities, policies and practice as a member of the Executive Group
- Monitoring and evaluation of school performance, including reports to the Local Academy Governing Board and Trustees
- Promoting the Potteries Educational Trust and its member academies across all stakeholder groups
- Developing strong collaborative practice and ensuring good value for money
- Ensuring that a high quality educational experience is available for all students, in the taught curriculum and beyond, adapted to individual needs
- Creating a stimulating climate which will encourage all students to fulfil their potential, in the widest sense, and maintain a lifelong enthusiasm for learning and personal development
- Developing and maintaining a strong CDP programme to improve teaching quality within the Potteries Educational Trust
- Monitoring, evaluating and reviewing classroom practice; celebrating and promoting excellence; challenging underperformance at all levels and ensuring appropriate action
- Ensuring that individual student progress is matched to suitably challenging targets, is regularly assessed, recorded, reported and used to inform future teaching
- Ensuring school and Trust priorities are consistently monitored and effectively implemented.
- Providing motivational leadership for Biddulph High School and its staff, ensuring the successful delivery of the vision and values of the school and Trust
- Ensuring high quality line management processes and highly effective quality assurance in order to ensure the school is Ofsted-rated Good or better
- Ensuring a safe and supportive school culture, and having substantial, up-to-date knowledge and effective experience of addressing statutory safeguarding issues
- Setting high standards and expectations of conduct for all staff and students
- Ensuring that Appraisal processes for all staff are robust, fit for purpose and effective in raising the quality of provision in the school
- Developing practices to secure the engagement of the whole school community, especially with parents/carers in order to promote their involvement in their children's learning and wider school activities
- Maintaining open professional dialogue with Leadership Group, School Leadership Group and CEO/Local Academy Governing Board about the school's strengths and areas for improvement, reflecting these accurately in self-evaluation activities
- Delivering effective operational management within the academy's budget, supported by the School Business Director and Trust CFO and in accordance with Trust policies

- Reporting to the Trustees and the Local Academy Governing Board on school performance, the progress and welfare of students, progress towards school improvement priorities and the implementation of Trust policies
- Ensuring that recruitment practice is highly effective in creating a diverse and committed staff team, dedicated to delivering the school's and the Trust's vision
- Acting in accordance with policies and legislation affecting the conduct of the school, including health and safety, equality, data protection and employment
- Undertaking any other duties commensurate with the post as reasonably delegated by the CEO/Local Academy Governing Board
- As Headteacher, proactively seek to develop your knowledge, skills and expertise as a leader.

This job description outlines key areas of responsibility and does not cover every detail of this rewarding job.



6. Person Specification

	Essential Requirements	Form of Assessment
QUALIFICATIONS AND EXPERIENCE		
1.	Qualified Teacher Status.	Application Form
2.	Further relevant professional/academic study and evidence of continuous professional development.	Application Form
3.	At least three years of proven strong, successful senior leadership and management experience in a secondary school.	Application Form & Interview/Assessment
SHAPING THE FUTURE		
4.	The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole school community.	Application Form & Interview/Assessment
5.	Evidence of successfully implementing, managing and evaluating change in a collaborative and sensitive way.	Application Form & Interview/Assessment
6.	The ability to build on current strengths and initiatives and ensure a smooth transition that delivers continuous improvement.	Application Form & Interview/Assessment

7.	A clear understanding of and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new approaches/technologies which are relevant to teaching and learning.	Application Form & Interview/Assessment
STUDENTS AND STAFF		
8.	Evidence of raising standards that have impacted positively on student attainment and teaching and learning.	Application Form & Interview/Assessment
9.	Significant experience in evaluating and using data to plan and improve student performance.	Interview/Assessment
10.	A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.	Interview/Assessment
11.	A commitment to valuing, supporting and encouraging the professional development of all staff members.	Interview/Assessment
SYSTEMS AND PROCESSES		
12.	An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children.	Interview/Assessment
13.	Strong financial planning and management skills, with experience of making effective use of resources including the Pupil Premium.	Interview/Assessment
14.	A clear understanding of and commitment to promoting and safeguarding the welfare of children.	Application Form & Interview/Assessment
STRENGTHENING COMMUNITY		
15.	Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement.	Application Form & Interview/Assessment
16.	A commitment to building and maintaining effective and positive relationships with parents, carers, governors, the wider community and other schools.	Interview/Assessment
PERSONAL QUALITIES		
17.	Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.	Interview/Assessment
18.	Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents.	Application Form & Interview/Assessment
19.	The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.	Application Form & Interview/Assessment



7. How to Apply

We hope that, having read this information pack and looked at the school and Trust websites, you will want to submit an application.

To apply, please:

1. Complete the application form
2. Submit a letter of no more than two sides. In your letter you should explain your vision for education and how your skills and experience would enable you to fulfil the role of Headteacher at Biddulph High School. Please submit your application form and letter electronically to the following email address: hr@potteries.co.uk

Please also submit the Recruitment and Monitoring Form to the same email address.

If you experience any difficulty in submitting your application, please contact Trust HR office : hr@pottieries.co.uk

8. Timeline for Application Process

- Closing date for applications is Sunday 22nd March 2020
- Shortlisting Monday 23rd March 2020
- Interviews Monday 30th and Tuesday 31st March 2020

