



The
Emmbrook
School

Learning Together : Succeeding Together



Headteacher

Applicant Information



Dear Applicant,

As Chair of the Governors of The Emmbrook School, I would like to thank you for your interest in the role of Headteacher.

The Emmbrook currently has a great opportunity for a new, dynamic leader to join at a time of change, both at the School and in the national environment of education. Currently rated a Good school, the goal is now to become Outstanding, which is a realistic ambition that will require strong leadership and vision to build upon the success of the past.

Established over fifty years ago The Emmbrook has benefited from recent multi-million pound investments in two new blocks, one dedicated to English and the other to Maths. Meanwhile, the revenue budget must be balanced, the curriculum developed to meet current needs and requirements and the sixth form offering continuously refined, to meet the expectations and demands of students.

The School's highest priority has always been and remains successful outcomes for students at all levels. Examination results however, although important, are no more so than the development of well-rounded citizens who are both willing and able to play a full and active role in the community. These outcomes are facilitated not only by a good teaching and learning environment but also by positive engagement among students, parents, staff and others.

The successful candidate will have the opportunity to shape the future. The tasks ahead will undoubtedly be challenging, and success will be rewarding and satisfying. The Governing Body are committed to recruiting an individual of the highest calibre with the leadership, energy and vision to steer the School to its full potential.

Thank you again for your interest.

Alun Hicks
Chair of Governors

Person Specification

The following outlines the skills, experience and personal attributes required for this position and which will be used by the selection panel to assess each candidate.

Qualifications

Essential:

- A good first degree or other appropriate evidence of academic achievement.
- Qualified teacher.
- Must have held the role of Headteacher or Deputy Headteacher in the secondary sector.
- Evidence of recent and continuing professional development and training.

Desirable:

- Hold NPQH.

Personal Qualities

Essential:

- Display natural gravitas and presence.
- Able to engage with and be visible to staff, governors, parents, pupils and other stakeholders.
- Able to inspire confidence in the School and promote its contribution to the community.
- Professional, loyal and beyond reproach at all times.
- Sets clear expectations and holds others to account.
- Adaptable, inquisitive and creative combined with the ability to make decisions based on sound judgement.
- Sensitivity and flexibility, when appropriate and necessary.
- Committed to diversity and inclusivity throughout all aspects of school life.

Knowledge, Skills and Abilities

Essential:

- Strategic thinking and the ability to develop a coherent vision and plan.
- Successful change management including effective leadership in curriculum development and self-evaluation, staff and pastoral development.
- Examples of successful engagement and collaboration with other schools, agencies and stakeholders.
- Evidence of successfully managing school inspections.
- Good understanding of school financial management and setting financial priorities.
- Excellent written and oral communication skills and able to convey complex messages in a clear and succinct manner.
- Able to analyse, interpret and use data to facilitate understanding, to assist with the identification of effective interventions and to promote improved outcomes.
- Able to motivate staff and to work as part of a team with staff, governors, parents, pupils and other stakeholders.
- Able to develop and implement flexible and effective behaviour management strategies.
- Knowledge and awareness of the latest thinking and ideas in education, school leadership and management and statutory requirements including those relating to health and safety and safeguarding.

Desirable:

- Managing the process of academisation or working in an Academy.
- Evidence of leading school improvement.



Job Description

Headteacher

Reports into: **School Governing Body**

Staff reporting into this position: **Deputy Headteacher x1 • Assistant Headteachers x2**

Budget size: **£5M** Local Authority: **Wokingham Borough Council**

Core Purpose

The core purpose of this role is:

- To provide, in a manner consistent with the School vision, professional leadership and management for the School which secure its success and continuous improvement, ensuring high quality education which inspires and motivates its pupils, and improve standards in all areas of the School's activities.
- To work with and through others to secure the commitment of the wider community to the School.
- To carry out the duties set out in Part 7 of the School Teachers' Pay and Conditions Document.

To achieve success, the Headteacher will:

- Ensure all statutory and financial responsibilities are fulfilled in an efficient and timely manner.
- Provide vision, leadership and direction.
- Effectively manage teaching and learning, implementing appropriate and agreed changes to academic and vocational provision.
- Promote excellence, inclusion, equality and high expectations of all students.
- Deploy all resources, including staff and financial resources, efficiently to achieve the School's aims and provide regular reports to the Governors on the performance of the School.
- Evaluate School performance and identify priorities for continuous improvement.
- Carry out day-to-day management, organisation and administration.
- Maintain an effective behaviour policy for learning.
- Ensure a continuing safe and productive learning environment which is engaging, stimulating and fulfilling for all students.





Job Description Continued...

Key Responsibilities

Strategic Direction and Shaping the Future:

- Provide vision, effective leadership and direction, ensuring that the School is managed to meet its aims and targets.
- Work with the Governing Body and other key stakeholders to ensure that the School's vision is continuously reassessed and refined and clearly articulated, shared, understood and translated into real and effective action by all.
- Be responsible for translating the vision into agreed objectives and produce operational plans which will promote and sustain School improvement, realising the challenging aims for The Emmbrook School.
- Demonstrate the School vision and values in everyday work and practice and ensure that the values are upheld and practiced by the staff and students of The Emmbrook School.
- Drive high standards in all areas including attendance, behaviour, academic progress and non-academic achievement.
- Enhance opportunities through partnerships between parents/carers, students, staff, the local community colleges, other Higher Education and Further Education partners, the Local Authority, other schools/academies, voluntary organisations, other public bodies and employers.
- Motivate and engage with others to inspire and maintain a shared, aspirational culture and a positive, productive environment.
- Ensure the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the School and the community.

Teaching and Learning and the Curriculum:

- Ensure teaching and learning throughout The Emmbrook School is of the highest standard.
- Ensure a consistent and continuous School-wide focus on students' achievement, using data and benchmarks to monitor progress in every young person's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Maintain and enhance a culture and ethos of challenge and support where all students can achieve success and fully engage in personalised learning, supported by a curriculum offer appropriate to their individual needs, aspirations and abilities.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement and strengthen strategies that secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum within an effective assessment framework and monitor the effectiveness of the curriculum, seeking areas for improvement, in order to provide a curriculum which meets the needs of all students to secure future progress to high academic studies, apprenticeships and/or further training.
- Support extended learning opportunities through enrichment activities.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students and the pedagogical skills of staff.
- Monitor, evaluate and review classroom practice and promote and deliver improvement strategies leading to raised standards, particularly (but not exclusively) in English and Mathematics.
- Keep the curriculum, teaching methods and approaches to assessment, student progress and reporting mechanisms under regular review to ensure a high quality, fully inclusive learning environment.

Job Description Continued...

Developing Self and Working with others:

- Lead, motivate, support, challenge and develop the Leadership Team and through them all staff, providing effective induction, continued professional development and performance review in line with the School's strategic plans.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear lines of accountability exist in the delegation of tasks and responsibilities.
- Promote a collaborative learning culture within the School and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Treat people fairly, equitably, with dignity and respect to create and maintain a positive School culture and ethos.
- Regularly review own practice, set personal targets, taking responsibility for own personal professional development.
- Manage own workload and that of others to allow for an appropriate work/life balance.

Managing the Organisation:

- Create, monitor and develop an organisational structure that reflects the School's values, and ensures the management systems, structures and processes work effectively in line with legal requirements.
- Recruit and retain high calibre staff who share the School's aims and objectives and who will contribute effectively to the curriculum and ethos of the School.
- Ensure that (within an autonomous culture) policies and practices take account of national and local circumstances, policies and initiatives.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the School, and the facilities as a centre of excellence.
- Recruit, deploy and manage the staff of The Emmbrook School efficiently and effectively in order to achieve within budgeted resources the objectives outlined in the School Development Plan.
- Ensure staff are supported and developed through effective performance management procedures and a self-improving process of professional development.
- Provide opportunities for all staff to develop their professional skills as an aid to improving performance and student achievement.
- Encourage development opportunities outside of The Emmbrook School to help ensure new and external perspectives are taken into account.
- Manage and organise the School to operate within budget and to ensure that the needs of the students and staff, the curriculum, health and safety requirements and equality legislation are met and that the School buildings and facilities are of the highest standard of cleanliness and repair.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed regularly to improve the quality of education for all students and provide best value for money.
- Implement a pastoral care system that focuses on each learner and supports School improvement.
- Ensure learning is at the heart of all leadership and management decisions.
- Ensure that inclusiveness, safeguarding principles and mutual support is practiced throughout the community.
- Ensure that policies and procedures are robust to support students to achieve and the School to realise its aims and objectives.

Job Description

Continued...

Securing Accountability:

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop the School ethos, to enable everyone to collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work constructively with the Governing Body (providing clear information, objective advice and support) to enable it to fulfil its responsibilities effectively.
- Develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including the governors, parents/carers and students.
- Ensure that financial management is within agreed regulations and procedures.
- Facilitate and ensure excellent communications between staff, students, parents, governors and other key stakeholders.

Strengthening Community:

- Develop the School culture and activities to reflect the richness and diversity of The Emmbrook School community.
- Collaborate with other agencies in providing for and promoting the academic, spiritual, moral, social, emotional, physical, mental and cultural well-being of students.
- Nurture and maintain effective partnerships with parents and carers to support and improve students' achievement and personal development.
- Seek continuing opportunities to invite parents and carers, community figures, businesses and other organisations into the School to enhance and enrich the School and its value to the wider community.
- Continue to develop effective relationships with feeder primary schools, the Wokingham Secondary Federation and the Local Authority.





Ofsted:

“ The curriculum is broad and balanced. Pupils develop their spiritual, moral, social and cultural understanding well through well-planned opportunities in a range of subjects. ”

“ The school's work to promote pupils' personal development and welfare is good. Pupils develop confidence and independence through their learning and the way in which they are supported. ”



Important Additional Information:

The Governing Body expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks will necessarily have been identified. This job description is current at the date shown but will be reviewed annually as part of the performance review process or at other appropriate times as determined by the Governing Body.

Safeguarding:

The Governing Body and Local Authority are committed to safeguarding and promoting the welfare of children and young persons and headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service and other relevant employment checks.

July 2019



The Emmbrook School

Emmbrook Road
Wokingham
Berkshire
RG41 1JP

www.emmbrook.wokingham.sch.uk

