

Lady Hawkins' School

Kington - Herefordshire

Headteacher Application Pack



Tel: (01544) 230 441
Email: enquiries@lhs.hereford.sch.uk



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Kington - Herefordshire
Headteacher: Mr Allen Brace BSc NPQH

Dear Applicant,

Thank you for your interest in this important and exciting post, that of Headteacher at Lady Hawkins' School. We are looking for an exceptional person with outstanding leadership skills, energy and passion to drive our school forward over the next few years.

Lady Hawkins' School is an academy with its roots deep within the community. Staff and Governors strive to provide a good education for all students and to ensure that they are happy, valued and secure. We work hard to create a close community of learners in which there is a clear focus upon raising standards.

You will see from our website that our Ofsted inspection graded us as 'Good'. We offer a broad and balanced curriculum and a wide variety of clubs and trips despite our small cohorts. This breadth of learning and extra curricular activities have a strong impact on our students education.

Herefordshire is a delightful place to live and Lady Hawkins' School has been an active participant in the community since its inception in the seventeenth century. Students attend from the town, outlying villages and Hereford city centre. We are justifiably proud of our role within the community.

The broad, balanced and relevant curriculum provided by the school serves to ensure that students are able to fully develop their interests and talents. Students also gain from an outstanding programme of activities such as Duke of Edinburgh, Iceland, Battlefields, German exchange and St Davids residential.

Within this application pack you will find a list of qualities and capabilities we are looking for in our next Headteacher. I would encourage you to find out more, through a visit to our school website or a personal visit to the school. We would be delighted to show you around the school and answer any questions you may have. Please contact Mrs Kristy Davies on 01544 230 441 or office@lhs.hereford.sch.uk to arrange a suitable time.

I look forward to meeting you during the interview process.

Yours sincerely,

Rachel Mountford
Chair of Governors



ABOUT US

‘The centre of learning at the heart of our community’

Lady Hawkins’ School is a small school with a big heart and a long, proud history. Located in a stunning rural location in the market town of Kington, near the England-Wales border. We are very well equipped to prepare young people for life in the twenty-first century, working to combine modern developments with the best of tradition.

Our size, currently 260 students on roll, makes it possible for the whole staff to get to know students as individuals and make their personal happiness, care and development a key priority. Our warm, friendly environment provides students of all backgrounds and abilities with the opportunity to work to their full potential.

Our mission, shared values and beliefs

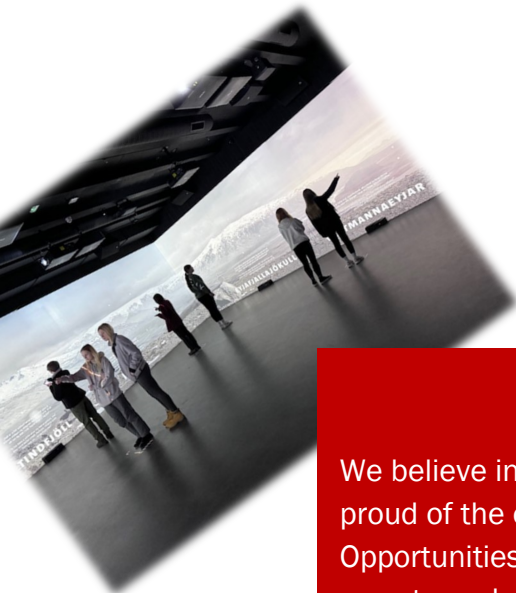
At LHS it is our aim to help all students become:

- Successful learners who enjoy learning, make progress and achieve their potential
- Confident individuals who are able to live safe, healthy and fulfilling lives
- Responsible citizens who know what is right and wrong and make a positive contribution to society.

Our aims will be achieved by:

- The provision of a broad and balanced curriculum which suits the needs of all students
- Recruiting and developing staff to enable them to contribute fully to our learning community
- Ensuring that learning and teaching are of the highest standard and by continuously monitoring and evaluating the work of the school.

EXTRA CURRICULAR ACTIVITIES



We believe in the value of extra curricular activities and we are proud of the extensive range of activities we offer. Opportunities are valued by students and parents and make an extremely positive impact to the life of the school.

There are a number of annual trips including: Battlefields, German Exchange, Year 7 St Davids Residential, Hay Festival, Big Bang Science Expo, Ski Trip, cricket, football and rugby internationals.

In addition there are various clubs and activities run during and after the school day including: football, netball, cricket, rugby, Warhammer, Dungeons & Dragons, drama productions and music club.





JOB DESCRIPTION

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

The Headteacher is the leading professional in the school. Accountable to the governing body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

The Four Domains of Headship (National Standards of Excellence for Headteachers 2015)

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.



Pupils and Staff

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice

Systems and Process

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively - in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The Self-improving School System

1. Create an outward-facing school to work with other schools, organisations and the local community in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others within and beyond schools to believe in the fundamental importance of education in young people's lives and to promote the value of education.



PERSON SPECIFICATION

Requirements deemed essential for appointment unless otherwise stated as desirable.

Qualifications

1. Qualified teacher status
2. Qualified to degree level
3. Relevant post-graduate qualification in education or management (Desirable)

Experience

1. Recent experience as a Senior Leader.
2. Track record of providing inspirational, strategic thinking, planning and strong leadership and achieving successful outcomes for pupils, staff and governors.
3. Track record of delivering and sustaining progressive improvements in achievements through the quality of teaching and learning.
4. Evidence of implementing and sustaining an effective inclusion strategy that has benefited pupils.
5. Experience of successful and robust budget and staff management.

Knowledge and Understanding

1. Detailed knowledge of current curriculum and assessment issues
2. Full knowledge of the current Ofsted framework
3. Excellent knowledge and understanding of the use of data and key performance indicators in determining benchmarks to set school targets.
4. Up to date knowledge of innovation in educational legislation, research, policy and practise.
5. Knowledge and understanding of the role of the Governing Body and the Headteacher's accountabilities to this body.

Skills and Abilities

1. Excellent communication skills, both verbal and written, with the ability to negotiate and consult tactfully and effectively; to achieve desired outcomes.
2. Strong ability to present to a wide range of audiences.
3. Excellent ability to make well-judged decisions based upon accurate analysis and interpretation of appropriate data or information.
4. Expert and robust people management and leadership skills; to lead by example.
5. Determination to promote equality of opportunity throughout all aspects of school life.
6. Ability to set, expect and monitor excellent standards.
7. Strong ability and drive to achieve challenging personal and organisational goals.

Other Attributes

1. Evidence of having undertaken recent and relevant continuous professional development and to demonstrate the impact of this in work practice.



JOB DETAILS

Salary range

L19 - L23

£73,509 - £81,070

Closing date for applications

Friday 26th April at 12 noon

Interviews will be held on

Thursday 16th & Friday 17th May 2024

Job start date

September 2024 or as soon as possible after this date.



HOW TO APPLY

1. Complete the application form electronically or by hand. CVs will not be accepted.
2. Please include a supporting letter, of no more than 2 pages of A4, outlining your education philosophy. The letter should also address the 'knowledge and understanding' and 'skills and attributes' areas of the person specification.
3. References will be sought and online searches carried out for shortlisted candidates prior to the interview date. Successful candidates will be required to undertake an enhanced DBS check.
4. Should you have any queries please contact Mrs Philippa Dixon - pdixon@lhs.hereford.sch.uk
5. To arrange a visit prior to application please contact Mrs Kristy Davies office@lhs.hereford.sch.uk
6. Completed applications should be sent by email to office@lhs.hereford.sch.uk or by post to Mrs P Dixon, Lady Hawkins' School, Kington, Herefordshire HR5 3AR

