



APPLICATION PACK:

HEAD OF SCHOOL



Head of School

L22 – L26 (£70,747pa to £78,025pa)

Required for September 2022

Due to the retirement of our long serving Deputy Headteacher, we are seeking an outstanding Head of School.

This is a newly created and exciting role which will give you the opportunity to work closely with the Headteacher and assume responsibility for many aspects of the operation of the school. In addition, you will play a major role in contributing to the school's strategic direction, working with and alongside the Headteacher, SLT and the Governing Body.

We are seeking someone who is creative, enthusiastic and resilient and who has a strong desire to achieve the best possible outcomes for the students of The Cowplain School. You must be someone who is comfortable in making decisions and be confident and decisive, backing your judgement and following through on the decisions that you make. You should combine an academic ambition with a commitment to supporting our young people and it is essential you engage with the three strands of our curriculum which focus on *diversity, developing character and thinking hard*.

Of most interest to us are your dynamic leadership skills that demonstrate experience of school improvement, achieved in middle and senior leadership, so the exact responsibilities of the role will be discussed with the successful applicant. However, we would require you to lead, develop and monitor the quality of behaviour and engagement, as well as assuming responsibility and accountability for safeguarding as DSL.

You should see this role as a significant step towards headship, which we would expect you to assume relatively quickly after a steep learning curve, and be extremely ambitious for the students of The Cowplain School.

To request an application pack please email Mrs Amanda Simmons via a.simmons@cowplainschool.co.uk or access via our website www.cowplainschool.co.uk/about-us/vacancies. If you wish to apply for this post you will need to return a fully completed Cowplain School application form to Mrs Amanda Simmons, PA to the Headteacher, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is midday on Friday 20th May 2022 at midday. Shortlisted candidates will be informed later that day and interviews will be held in the week beginning 23rd May 2022.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Letter to prospective applicants from Mr Ian Gates, Headteacher

Dear Colleague

Thank you for your interest in this important post. The vacancy has arisen because of the retirement of Mr Nick Brockhurst after 25 years excellent service to The Cowplain School, the last nine as Deputy Headteacher.

You may ask why not simply replace Nick with another Deputy Headteacher? The answer is that I feel that the demands on leaders of schools have changed and are likely to change still further over the next few years as we move to a fully academised system, which as you know is the direction of travel. In addition, we are emerging from a pandemic as well as looking to face numerous other challenges that will affect the way we lead schools. I look back on my last nine years of headship and know that how I led the school on the 1st May 2013, when I took up the post, compared to how I lead it now, is very different.

As regards the academy 'movement', single academy trusts such as ours are held to account in the same way as MATS of 50+ schools. These demands are increasing and I now need to invest in a colleague who can assume some of the many operational, and some strategic roles, traditionally associated with the Headteacher; in doing so, that person will then be fully skilled and prepared to take their place as a leader in the new system of leadership I have described above.

We need someone who is not afraid of making decisions, sometimes not without risk, but who follows them through and turns those decisions into successes, backing their judgement. In addition, both the school and myself require support but also challenge – you can't be afraid of telling me that I've got it wrong! You will also need to be someone who invests in understanding and shaping the educational landscape, who keeps themselves up to date with policy and initiatives, and who can digest, adopt or reject ideas. You will also need to engage all stakeholders; governors, staff, students and parents and be a credible and convincing leader who others will respect and follow.

As I have listed in the advert there are two important roles I need you to do; one is to shape and implement our vision for standards of behaviour and engagement at the Cowplain School, leading the team and being involved in its operational activities. The second key role is to assume the role of DSL and continue to shape our culture of safeguarding, described as a '*strength of the school*' by OFSTED. Your roles beyond those will be shaped by discussion between you and myself.

The Governing Body and myself see this opportunity as hugely exciting, as I hope you do. If you wish to apply, I look forward to continuing the seeds of the discussion I have sown above with you at interview, or even before then if you wish to contact me for a visit or to discuss the position by phone.

I very much look forward to hearing from you.

Yours faithfully

Mr I R Gates
Headteacher

**Letter to prospective applicants from Mr Nick Brockhurst,
retiring Deputy Headteacher**



Dear Applicant

It has been a pleasure and a privilege to work at The Cowplain School over the last 25 years, and I wanted to share with you a few thoughts about the school, and to wish you all the best should you choose to apply for the post of Head of School.

The Cowplain School is a medium sized academy (NOR 940) located to the north of Waterlooville. Students living in Cowplain and in the villages of Denmead and Hambledon attend the school, and the school is truly “comprehensive” in its intake. The school’s journey and progress under the leadership of Ian Gates has been impressive, as has the way the school and the community responded during the last two years of the pandemic. You will be joining an excellent and supportive Senior Leadership Team, a hardworking, committed and caring staff, and wonderful group of students.

Creating and maintaining outstanding learning opportunities and outcomes for students is the priority of the school. Over the last two years staff have succeeded in developing a broad and balanced curriculum based around three key strands, Thinking Hard, Developing Character and Understanding Diversity. These are three areas which are particularly relevant to the school’s local context, and to the students’ development of the knowledge, skills and attitudes that will equip them to lead happy and fulfilling lives. To achieve the desired outcomes, staff have developed a teaching and learning approach based on Rosenshine’s Principles, and clear communication to students of what they need to do, particularly around the acquisition and application of knowledge, and of memory and recall techniques.

In order to support this high academic standard, the school has made a commitment to all students that they “deserve disruption free learning in every minute of every lesson”. There are high expectations of behaviour from all staff and consistent classroom routines and behaviour management techniques are employed. This has created an excellent climate for learning. Students are regularly reminded what is expected of them, and there are a wide range of interventions for those who are finding it hard to manage their own behaviour. The school has an on-site Resilience Centre to help students develop the strategies they need to succeed in the main school; contained in the same building is a new facility which has been recently set up to tackle Emotionally Based School Avoidance.

Every student has a non-teaching Head of Year. This highly professional and dedicated team supports students with their behaviour, promotes their personal development and provides pastoral care. The team is ably led by the Leader of Behaviour for Learning, and students also benefit from the support of our Behaviour Support Worker, our School Psychologist, our Attendance Team and our Medical Team. All these staff work together to provide an inclusive and supportive environment. Alongside this pastoral support approach, the school benefits from an excellent Learning Support Department, which has particular expertise in supporting children with dyslexia, and those on the autistic spectrum.

As Designated Safeguarding Lead you will work with our dedicated and experienced Deputy DSL, and our team of Safeguarding Officers (Heads of Year). We work in partnership with other schools in the area who are part of the Havant Federation of Schools DSL network, and undertake safeguarding quality assurance activities with The Henry Cort School and Swanmore College.

I hope that this information gives you a sense of what The Cowplain School stands for and how we support our students to work hard, enjoy learning and achieve highly. I hope that you will feel inspired to apply for the post of Head of School and join the school on the next stage of its exciting journey.

With best wishes

Nick Brockhurst
Deputy Headteacher



Information for applicants

Salary: L22 – L26 (£70,747pa to £78,025pa)

Start date: September 2022

If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Headteacher, via email on a.simmons@cowplainschool.co.uk or post to:

Mrs A Simmons
PA to the Headteacher
The Cowplain School
Hart Plain Avenue
Cowplain
Waterlooville
Hants
PO8 8RY

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Professional Duties and Job Description for Head of School

The School Teacher's Pay and Conditions set out the professional responsibilities of the Head of School.

In addition, the Head of School is expected and required to:

- Undertake operational duties as agreed with the Headteacher
- Engage in and contribute to the formulation, implementation and monitoring of the strategy, aims and objectives of the school, under the leadership of the Headteacher
- Lead in the specific area of student behaviour and engagement, managing staff and resources
- Undertake the role of Designated Safeguarding Lead, creating the highest possible culture of safeguarding
- Be responsible for the writing of policies which underpin the specific roles of The Head of School
- Undertake any professional duty reasonably assigned by the Headteacher

The role will encompass the following specific duties:

- To lead and develop standards or behaviour and engagement in the school
- To line manage the Pastoral Team, including the Leader of Behaviour for Learning, Pastoral Team and Deputy DSL
- As DSL, to lead on child protection and safeguarding, developing a safe and effective culture and maintaining strategic and operational relationships with outside agencies to support the work of safeguarding children
- To lead on developing quality assurance strategies to ensure the consistency of performance
- To be an effective coach and line manager for a range of subject leaders
- To mentor, coach and improve other teachers and support staff
- To contribute to the strategic direction of the school through effective participation at SLT meetings

Further generic duties may include but are not specific to:

- Contributing to school action and improvement plans
- Monitoring and improving standards of teaching and learning
- Supporting accountability processes throughout the school
- Devising strategies and interventions to ensure student progress
- Promoting the school in the community by attending selected school events
- To attempt any reasonable leadership task as directed by the Headteacher

In summary, we are looking to appoint an excellent leader with high standards who has the skills and attributes to develop quickly into a Headteacher. Therefore, candidates should ensure they meet the criteria outlined in the Head of School Person Specification.

Head of School - Person Specification

Area	Essential	Desirable
Qualifications	Degree / PGCE / QTS	- Evidence of further study e.g. MA, NPQ course etc...
Professional Development	Evidence of professional learning in preparation for Head of School and clear commitment to professional development	
Experience	Experience of substantial and sustained school improvement as part of a senior leadership team.	
Teaching	<ul style="list-style-type: none"> • Demonstrate success as a classroom teacher in relation to attainment and achievement of students • Deliver creative and innovative practice leading to outstanding learning • Develop strong relationships with students and parents • Analyse and reflect on own practice 	
Leadership	<ul style="list-style-type: none"> • Communicate a vision, inspire others, and monitor the progress towards realisation of that vision • Demonstrate effective leadership at senior leadership level with whole school responsibility • Prove success in delivering whole school initiatives and securing the impact of those initiatives • Show success in raising standards of engagement, behaviour and student attainment and achievement • Demonstrate experience of securing and raising standards in an inclusive school and working with external agencies locally, nationally and/or internationally. • Demonstrate a contribution to the highest standards of child protection and creation of a culture of safeguarding in the role of DSL • Show a commitment to and evidence of promoting diversity and equal opportunities within the school, curriculum and in employment practice • Implement teaching and learning initiatives Successfully • Use data to inform and monitor intervention • Secure success for all student groups including vulnerable children • Relate empathetically to parents/carers, staff, students governors/trustees and the wider community 	<ul style="list-style-type: none"> • Demonstrate record of working effectively with the governing body • Show efficient management of budget • Evidence successful tackling of staff underperformance • Describe experience of and contribution to successful OFSTED inspection(s)

<p>Personal skills, self-awareness and attributes</p>	<ul style="list-style-type: none"> • Operate at Senior Leadership level and think and act strategically • Inspire, motivate and innovate within the vision, values and ethos of the school • Achieve credibility amongst colleagues as a leader • Be a high profile role model with a professional approach that demands excellence, confidence, trust and respect of the entire school and wider community • Understand risk and make informed decisions • Display ambition for the school and for self • Be a leader within a team of leaders • Hold yourself and others to account and commit to high personal standards • Be aware of both personal and collective responsibility and accountability • Look inwards and outwards to improve the school and engage with evidence based research • Model strong and effective leadership for others • Be aware of current debate and discussion related to education and contribute to this debate • Be articulate and approachable with excellent interpersonal, verbal and written skills • Have an optimistic outlook, resilience and a sense of humour! 	
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