



SCHOOL OFFICE

# HEAD OF SCHOOL - SECONDARY

GILDREDGE HOUSE

EASTBOURNE



# WELCOME FROM THE HEAD TEACHER

Dear School Leader

Thank you for your interest in working at our school. Gildredge House is a popular and oversubscribed all-through school, in Eastbourne, East Sussex. Primarily, Gildredge House is a warm, welcoming, and inclusive community. Every student, teacher and member of our community takes on a responsibility when joining Gildredge House to maintain and cultivate the unique culture that exists inside our walls. You will find this culture embodied in every part of our school; in the way Gildredge House students think, feel and act, regardless of age.

As a unique, all-through school, I believe that we offer a special opportunity for any member of staff to work with young people across a range of ages and key stages, and in particular, for school leaders to have an impact on young people's education for twelve years of their lives. This privilege is not lost on us, and we work hard to ensure that we are relentless in our pursuit of an excellent education for all our young people. In our most recent Ofsted inspection in November 2018, Gildredge House was judged to be Good. We are confident and excited about the school's future and are looking for an exceptional leader to join us on this journey.

We are recruiting a Head of School to lead our five form entry Secondary phase and to support the Head Teacher in the strategic leadership of the school. As Head of School, you will lead all aspects of the Secondary phase management, including line managing Senior and Middle Leaders. You will report directly to the Head Teacher and support them in their vision for school improvement. This role would suit a current Head of School or an experienced Deputy Head Teacher who would view this opportunity as a step towards their ambition for headship.

I am very proud to be the Head Teacher of Gildredge House and lead the school into the next chapter in its history. I enjoy working with such a cohesive team across all phases of our school, and I warmly encourage you to consider joining our fantastic, unique school and community. Please contact me on [c.bull@gildredgehouse.org.uk](mailto:c.bull@gildredgehouse.org.uk) for a confidential conversation, or you can speak with our HR Team on [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) who will be able to send you the full job pack.

We look forward to hearing from you.

Craig Bull  
Head Teacher





# OUR SCHOOL

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community.

## Our Mission

*Aspire*

In all that we do

## Our vision

Our vision is to be a school that:

- Aspires for balanced students who flourish through opportunities and learning experiences in and outside the classroom.
- Aspires toward a culture of care and wellbeing, which results in optimal conditions for learning.
- Aspires to be proud of the Gildredge House Way, our uniform and attendance.
- Aspires for all students to achieve their potential and beyond.
- Aspires for an inclusive, all-through, values-based curriculum.
- Aspires for students to understand their responsibility to be global citizens, contributing to a better world.
- Aspires to celebrate students' individual and collective achievements.
- Aspires to engage young people in environmental education and action.
- Aspires for a strong careers programme which supports students in further education, training, and employment.
- Aspires to work collaboratively within our local, national, and global communities.



## The Gildredge House Way *Ready, Respectful, Safe*

Our school is founded upon high standards and high expectations of students' attitude to learning. We expect a commitment from all students to the Gildredge House Way, in and out of every lesson. We also believe it is important to celebrate individual and collective achievements through a culture of 'catching students in'.

# THE ROLE



## Ideal candidates will:

- Align to the Gildredge House vision, mission and values.
- Have a track record of devising and delivering highly effective education for students.
- Be committed to working in partnership with the Head Teacher, Governors, parents, and the community to deliver strong outcomes for students.
- Act with integrity and build effective, trusting relationships with colleagues and students.
- Be able to contribute meaningfully to the school's strategic development.
- Possess the technical and behavioural traits to lead a highly effective school.
- Have experience in facilitating rapid and sustainable improvement within a phase or school.
- Be a great teacher themselves.
- Know what great learning looks like in the classroom and how to achieve it.
- Be able to secure a strong culture for learning with students and their families.

This is an exciting opportunity for an ambitious and proven senior leader who is seeking a new challenge to lead a unique and wonderful phase of our fantastic all-through school.

To apply, click [here](#):

**Reports to:** The Head Teacher

**Start Date:** September 2023

**Location:** Eastbourne, East Sussex

**Salary:** L20 - L24

**Contract:** Permanent

**Closing Date:** 5.00pm, Monday 17th April 2023

**Interviews:** Week Commencing 24th April 2023

Visits to the school are highly recommended. To arrange a visit, please contact Kate Lamprell on [k.lamprell@gildredgehouse.org.uk](mailto:k.lamprell@gildredgehouse.org.uk)

Applications by Gildredge House application form (available [here](#)) to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by the deadline above.

Gildredge House is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

We require all employees to undertake an enhanced DBS check.

You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.







# JOB DESCRIPTION

The Head of School is responsible for providing an outstanding education for all students in the phase they are responsible for, and beyond. They will work with the Head Teacher and Senior Leadership Team to establish outstanding teaching and learning and an excellent school culture which drives outstanding progress and outcomes.



## Key Responsibilities

- Leadership of the phase and its staff in order to achieve extremely high standards of teaching, learning, behaviour and outcomes
- Implementation and co-ordination of the vision, mission, values and strategy for the phase
- Leadership of effective external relationships, including the local community and other stakeholders
- Contribution to the overall direction and improvement of the whole school
- Promotion of high expectations of attainment and progress for all, relentlessly demonstrating and promoting high aspirations for all students and staff

Note: The full job description is available as part of the application pack on our website

## Outcomes & Activities

- Lead and inspire all Senior and Middle Leaders to ensure excellent leadership and management
- Oversee recruitment, training, motivation and coaching of all staff
- Instil an ethos of high expectations for achievement and behaviour for all students
- Lead the development of an all-through curriculum and culture
- Maintain strong working relationships with the community, agencies, and stakeholders, including parents and the Governing Board

## Strategy

- Oversee staffing allocation, including support staff, across the phase
- Contribute to the whole school strategy
- Ensure robust operational systems are in place that support the efficient functioning of the phase
- Work with the Finance, Estates and Admin teams to oversee the finance, facilities, catering and resources across the phase

## Line Management

- Be accountable for overseeing the performance management of staff in the phase to ensure that improvement in the quality of teaching across the school is high
- Monitor standards of achievement through regular meetings with relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge
- Review and implement policies
- Work closely in a solution-focused coaching role with the staff being line managed in planning for and implementing improvement





# PERSON SPECIFICATION

## Qualification Criteria

- Qualified to teach and work in the UK
- A strong academic track record, to degree level and above
- Hold Qualified Teacher Status (QTS)
- NPQH is desirable but not essential

## Experience

- At least 3 years' experience as a Deputy Head Teacher
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and outcomes for students
- Significant experience and track record of whole school improvement
- Extensive experience within an appropriate setting, including working with children with a range of SEN needs
- Experience of leadership and management of staff at all levels



## Leadership Behaviours

- All staff members are expected to adhere to and promote professional standards including the school's code of conduct and values
- Ability to coach and lead others in a solution-focused approach

## Knowledge

- Knowledge of statutory guidance related to Keeping Children Safe in Education
- Knowledge of strategies to achieve effective learning, teaching, assessment and engagement of all children and young people
- Knowledge and experience of working with a wide range of support agencies and services and the ability to develop and sustain arrangements for joint working
- Extensive knowledge of safeguarding and working collaboratively with multi-disciplinary teams with a solution-focused approach
- Knowledge of financial regulations and effective budget monitoring
- Full working knowledge of relevant safeguarding, child protection, equality and health and safety policies, codes of practice and legislation

## Skills

- Ability to relate work to the school's strategic vision and outcomes for children
- Ability to develop and implement effective plans that improve the outcomes for children
- Ability to use data effectively to monitor, evaluate and review decisions
- Ability to organise, lead and motivate staff and to challenge underperformance
- Ability to support on curriculum development and innovation and to maximise the contribution of staff to improve the quality of education
- Ability to develop and sustain effective systems for staff induction, performance development and managing staff performance
- Ability to deal with sensitive issues in a supportive and effective manner
- Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested
- Ability to maintain high levels of professional integrity and confidentiality
- Effective use of IT for monitoring and recording

Note: The full person specification is available as part of the application pack on our website

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may next exclude candidates from appointment but will be considered as part of the recruitment process.



# OUR VALUES

Our school is underpinned by a values-based education. Our stakeholders have discussed, collaborated and developed this thinking to create six core values that we believe ensure our students aspire to and achieve success. We believe that this creates a strong learning environment that enhances personal and academic achievement while also developing students' social and relationship skills that will last throughout their lives. Our curriculum is developed with our Aspire values in mind and we recognise and reward students when they demonstrate them.



**A**mbition - To relish new challenges or opportunities, always strive to do our best.



**S**upport - To collaborate, encourage and help others whilst accepting and responding to support ourselves.



**P**erseverance - To have self-belief in overcoming challenges to be successful.



**I**ntegrity - To be honest and always do the right thing.



**R**eflection - To consider our strengths and areas for development whilst making connections in our learning.



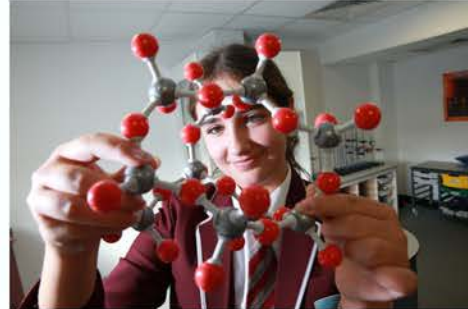
**E**mpathy - To understand the feelings and needs of others, supporting those who sometimes need our help.



# BENEFITS

As a Head of School at Gildredge House, we will offer you:

- A carefully designed and supportive Head of School induction plan to ensure you have everything you need to start your new role confidently and smoothly
- A leadership coach
- Training - in addition to NPQH training (if you do not hold the qualification)
- Career development opportunities
- On-hand expertise from the Head Teacher and other Heads of School
- Leadership Coaching Qualification
- Care First Employee Assistance Programme







# Gildredge House



*Aspire*