



CONNAUGHT
School for Girls

Headteacher Application Pack

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School Mission Statement and Vision

Strive for Excellence

Igniting learning in our school community to develop potential and achieve future success.

Strive to be Resilient

We bravely rise to challenges and empower young people to be confident and active citizens.

Strive to be Inclusive

We value our diverse school community and celebrate our individuality and challenge inequalities.



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Welcome

Dear Candidate,

Thank you for your interest in becoming Headteacher of Connaught School for Girls in Leytonstone.

We are looking to recruit an exceptional person who is a dynamic, inspirational and innovative leader with excellent interpersonal skills to help us build upon our achievements and fulfil our aim to make Connaught School for Girls a centre of educational excellence in our community. You will help us to achieve our vision through our values of Excellence, Resilience and Inclusion.

We take pride in our diverse school community and aim to create opportunities for students to reach their full potential through positive relationships within a supportive, inclusive environment.

We are currently working with Reconnect London and other local groups to build links with outstanding outside organisations that add enriching experiences and additional skills to the students at Connaught.

We are proud of the number of our students who undertake the English Baccalaureate and believe it is indicative of our strong and broad academic curriculum. Several famous successful women name Connaught as providing them with an empowering secondary education and there are many others who recognise its role in their successes. Our current students also have huge potential, and we are passionate about ensuring they realise it.

Connaught has a long and successful history at the heart of this community. More recently, the challenges faced by all schools have had an impact. This appointment provides a wonderful opportunity to re-establish Connaught as the leading girls' school in the area.

The successful candidate will have the support of a resourceful and effective board of governors who work closely with the Headteacher and Senior Leadership Team.

Yours faithfully,

Elizabeth Jackson

Chair of Governors



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Job Description: Headteacher

Job details

Salary: L27-L33 Outer London Scale

Contract type: Permanent/Full Time

Reporting to: Chair of Governors

Main Purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Ensure that policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community including families, community groups and other agencies
- Serve in the best interests of the school's students

Duties and Responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where students experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Ensure high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise

- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Ensure effective curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all students to access the curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Managing the school

The headteacher will:

- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure robust financial practices to promote the best outcomes for students and best value for money
- Ensure that robust health and safety procedures are fully implanted to provide a safe, attractive and secure environment for the school community

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education and pay attention to their own professional development
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility of governors
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification: Headteacher

	ESSENTIAL/ DESIRABLE	APPLICATION/ INTERVIEW/ REFERENCE
Qualifications and Training		
• Qualified teacher status	E	A
• Degree	E	A
• Further academic/professional qualifications eg. Masters/NPQH	D	A
Experience		
• A minimum of three years successful senior leadership and management experience in a school	E	A
• Experience of raising standards and outcomes for students	E	A
• Experience of leading school improvement	E	A
• Involvement in school self-evaluation and development planning	E	A
• Demonstrable experience of managing staff and building high-performing teams,	E	A
• In-depth knowledge and understanding of Child Protection, Safeguarding and Procedures	E	A
Skills and Knowledge		
• Data analysis skills, and the ability to use data to set targets and identify areas for improvement	E	A/I
• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	E	A/I
• Understanding of school finances and financial management	E	A
• In-depth knowledge of the wider educational agenda	E	A
• Effective communication and interpersonal skills	E	A/I
• Ability to communicate a vision and inspire others	E	I
• Ability to build effective working relationships	E	A/I
• Ability to hold staff to account for their professional conduct and practice	E	A/R
Personal Qualities		
• Be a positive role model at all times and a highly respected representative of Connaught School for Girls.	E	A/I
• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	E	A/R
• Ability to work under pressure, show resilience and prioritise effectively	E	A/I
• Commitment to maintaining confidentiality at all times	E	A/I
• Commitment to safeguarding and equality	E	A/R





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