



Leathersellers'
FEDERATION OF SCHOOLS

Appointment of Executive Headteacher

Appointment Brief
September 2019





01 AN INTRODUCTION

The aim of The Leathersellers' Federation (the Federation) is to provide an excellent education for children from the local community in a safe, supportive learning environment, where people are valued and make positive contributions to each of the schools, and where pupils are taught to become responsible, independent members of society.

The Federation develops the vision of Joseph Prendergast who founded Lewisham's first girls' secondary school in 1890, on a site provided by the Leathersellers' Company (one of the ancient Livery Companies of the City of London.)

All schools share a common set of goals and values, and aim to provide excellent academic education and personal support to all pupils. They are determined to sustain outstanding service for the local community. There are at present three educational entities in the Federation: Prendergast School (11-18), Prendergast Ladywell School (4-16) and Prendergast Vale School (3-16).

The Federation exists to provide a strength of ethos, strategic purpose and greater levels of support and resource to meet the differing needs of each of the schools.

The Schools

The Federation educates 2,800 students in Lewisham and comprises Prendergast School, Prendergast Vale School and Prendergast Ladywell School which form part of a hard federation of maintained schools, governed by a single governing board. The board has 21 governors, six of whom are foundation governors appointed by the Worshipful Company of Leathersellers.

Prendergast School in Hilly Fields was founded by the Leathersellers' Company in 1890 and at the 11-16 phase remains an all-girls school with a mixed sixth form. The sixth form attracts students from across the Federation as well as from the wider community. The school is rated Outstanding by Ofsted and has historically been the leading state school in Lewisham. The school has a PAN of 120 students and sixth form of 360 students. It is voluntary aided, supported by a trust and owns its premises. Its main site is a BSF development, opened in 2013.

Prendergast Vale School in the centre of Lewisham, is a relatively new school established in 2010 with a nursery, one form entry primary and a 120 PAN secondary phase. All phases are mixed. The school is rated Good with Outstanding EYFS provision by Ofsted. The school is a foundation school and was built subject to a PFI contract for its premises.

Prendergast Ladywell School in Crofton Park is a 180 PAN mixed 11-16 secondary school with a developing new two form entry primary phase, Prendergast Primary School, which has students up to year 4 so far. In 2019, Ofsted rated the school as Good with Outstanding EYFS provision. The school is a foundation school and was built subject to a PFI contract for its premises.

The Leathersellers' Company

The Leathersellers' Company has been supporting education at all levels since the 17th century.

As well as offering grants for university students and directly funding a number of universities, they are involved with the running of secondary and primary schools in south London. Alongside the Federation they are also involved in the running of Colfe's School.

There are six Foundation Governors on the Board who are appointed by the Leathersellers' Company.





02 THE OPPORTUNITY

This is an exciting opportunity for an outstanding leader to embrace and develop the ethos of the Federation by providing the highest possible standards of education for all students, including improving the achievements of the most disadvantaged students.

Over the last five years, the focus has been to develop the Federation into a sustainable organisation. A culture of effective school improvement has been embedded as well as robust HR and financial processes. The new Executive Headteacher will need to continue this improvement and positive change by working closely with the senior leadership team and other external stakeholders. She or he will bring a strong strategic planning capability, and will have a significant part to play in shaping the leadership and development of the Federation. The development of powerful external relationships which provide opportunities for all young people will be a key development for the next three years. Above all, she or he will have an unswerving commitment to the improvement of the lives of every student through outstanding educational provision.

All of the schools within the Federation are very different, and these differences are valued and celebrated. Equally, collaboration is vital and the sharing of best practice across the schools is becoming more and more commonplace. The new Executive Headteacher will be able to develop further consistency of opportunity for students across the Federation, and will have a leading part to play in building cross-Federation initiatives that benefit all students and staff.

03 THE ROLE

Core Purpose

Accountable to the Governing Board, the Executive Headteacher will provide leadership and strategic direction in realising the key imperatives of the Federation. This will include leadership of senior leaders including Headteachers across the Federation. The Executive Headteacher will be an outstanding strategic education leader who is able to develop and articulate the vision, values and ethos of the Leathersellers' Federation of Schools and who will inspire and empower others to share in achieving it.

The Executive Headteacher will be accountable and take responsibility for the performance of all schools within the Federation; a driven leader with wide experience in school improvement who will be committed to creating the optimum educational opportunities for all students in the Federation.



Main Duties and Responsibilities

Educational Leadership and Management

- Accountable for performance, pupil progress, standards and the academic results across the Federation;
- Developing a shared expectation of outstanding teaching and learning and ensuring collaborative learning and high quality CPD across the Federation;
- Ensuring each school has a robust and effective school improvement plan to ensure appropriate school improvement support is in place and evaluated;
- Create and support an aspirational and innovative culture of learning across all schools;
- Secure and sustain effective, high quality teaching and learning by ensuring each Headteacher has in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all pupils including those in vulnerable groups;
- In conjunction with the Headteacher of each school secure the commitment of parents and the wider community to the vision and direction of the schools within the Federation;
- Ensuring external relationships with DfE, Ofsted, the Local Authority, Leathersellers' Company etc., are well managed and evolved further;
- Take a strategic role in the application of new and emerging technologies to enhance and extend the teaching and learning experience of staff and pupils across the Federation, including the process of blending technology with curriculum design.
- Develop powerful relationships locally and nationally which create opportunities for the young people and shape the Federation as outward looking and ambitions for all its students.

Strategic Leadership

- Define and deliver the vision and objectives of the Federation and the strategic plan as agreed with the Governing Board;
- Embed collaborative learning and joint working across the Federation ensuring that all learn from the very best each has to offer and that the schools work in partnership;
- Agree, communicate and deliver aspirational short and medium term aims within the context of the longer term vision;
- Work with political and financial astuteness to plan for the future needs and further development of the Federation within the local and national context;
- Establish open and collaborative relationships with all stakeholders and particularly the Governing Board.

People Leadership and Management

- Ensure the appropriate recruitment, retention and deployment of staff and assist in managing their workload to achieve the Federation's vision and goals;
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews;
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work;
- Motivate and enable all staff within the Federation to carry out their respective roles to the highest standards, through high quality continuing professional development and effective performance management based on assessment of needs. Lead professional development of staff through example;
- Ensure structures of support and co-ordinate the provision of high quality professional development by methods such as coaching, mentoring, drawing on other sources of expertise where appropriate, for example, independent organisations, higher education, LAs and subject associations;
- Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff, pupils and families;
- Ensure the planning, allocation, support and evaluation of work undertaken by groups, teams and individuals, including clear delegation of tasks and devolution of responsibilities;
- Manage the performance of the Headteachers, Director of Finance & Operations and Director of HR. Ensure that each school has a rigorous and effective performance management system and that pay progression decisions are made in line with Federation policy and STPCD;
- Undertake effective planning with each Headteacher to ensure that the staffing needs of the schools are proactively identified and that plans are in place to ensure appropriate succession.





Financial and Business Management

- Work with the Headteachers and the Director of Finance & Operations to ensure budgets are set and managed within guidelines agreed with the Governing Board;
- Ensure each school utilises a curriculum-led staffing model and manages an efficient staffing structure;
- Monitor actual spending against budget for each school through routines that are reported regularly to the Governing Board and the LA;
- Develop a shared resources strategy across the Federation and actively pursue opportunities to share back office services and core infrastructure provision and thus streamline costs including areas such as Business Management, HR, Finance and Technology;
- Make sure the relationship with the providers of the PFI and the management of the PFI contracts are effectively monitored to meet Federation needs and fulfil its aims;
- Ensure that health and safety policies are fully implemented and managed;
- Ensure agreed reporting mechanisms are in place for the Governing Board and its committees;
- Work with the Headteachers and the Director of Finance & Resources to maximise the level of external funding that is attracted to support each school's development.

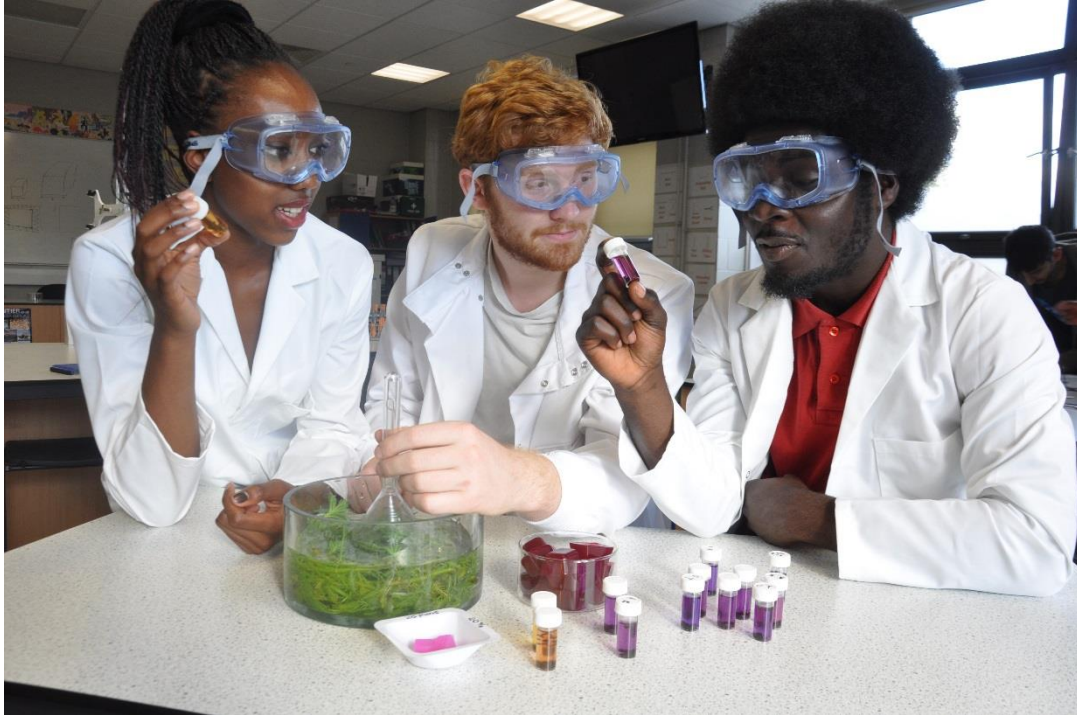
Strengthening Community

- Hold accountability for the efficiency and effectiveness of the Federation to the Governing Board and others including pupils, parents and carers, staff, local employers and the local community;
- Lead the schools to develop and maintain an effective partnership with parents and carers to support pupils' achievement and personal development;
- Develop effective relationships with the wider community, including business and industry, to extend the curriculum and to enhance teaching and learning and provide development opportunities for pupils;
- Create and maintain effective liaison with other Federations, schools, Trusts, further education providers and other agencies related to pupil welfare and achievement;
- Ensure strong links with all phases represented within the Federation to ensure good transitional links from each phase to another and to ensure pupil recruitment and retention;
- To secure the best opportunities in Higher and Further Education and employment at 16 and 18.
- Seek opportunities to build relationships with organisations, community figures, businesses and other educational and employer organisations into relationships with the Federation to enrich the Federation and its value to the wider community.

Managing own performance and working with others

- Regularly review and evaluate own practice, participate in arrangements for Performance Management with Governors and take responsibility for own personal development;
- Manage own workload and that of others to allow an appropriate work life balance.

This job description is not necessarily a comprehensive definition of the post and is subject to annual review.



04 PERSON SPECIFICATION

The successful candidate will be a dynamic and communicative leader, capable of winning trust, and will bring:

Experience and Skills

- Significant experience of leading in an outstanding secondary school(s)
- Experience of collaborative working arrangements
- Experience of school to school support
- Proven experience of significant and positive impact on raising standards of attainment within a school
- Experience of working in urban schools
- Experience of multi-agency work and a commitment to running fully inclusive schools
- Proven track record of providing inspiration and strong leadership to teaching and non-teaching staff
- Experience of HR and staff management
- Experience of leading professional development and training for colleagues
- Experience of leading performance management and addressing poor performance
- Significant experience of managing complex budgets
- Up to date CPD training and a strong commitment to safeguarding pupils
- Secure knowledge of education policy, pedagogy, inspection findings and statutory requirements
- Experience of dealing with Local Authority Education (Children's Services) teams and system
- Secure understanding of British Values

Soft skills

- The enthusiasm, initiative and commitment to ensure that outstanding practice is embedded throughout the Federation and drive forward the vision and values of The Leathersellers' Federation of Schools
- The ability, experience and enthusiasm to embrace, implement and manage change effectively
- The ability to articulate a clear and coherent educational vision in line with the philosophy of The Leathersellers' Federation of Schools and demonstrate commitment to the Federation
- The ability to build a collaborative and creative learning culture
- An ability to work with and communicate effectively with a wide range of stakeholders to ensure the continued success of the Federation
- The ability and the tenacity to tackle difficult issues and take difficult decisions and convey outcomes clearly and sensitively
- A commitment to promote the wider work of the Federation

05 TERMS OF APPOINTMENT

The Leathersellers' Federation of Schools is committed to safeguarding and promoting the welfare of children and all employees are required to have an Enhanced DBS Disclosure.

Appointment will be subject to qualifications, experience checks and satisfactory references.

The Executive Headteacher will carry out his / her duties in accordance with and subject to the National Conditions of Employment for Headteachers and Education and Employment Legislation.

The Executive Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the Federation, subject to any policies that the DfE may make.

The start date for this role is September 2020.

If you would like a conversation about this role please contact Jenny Dwyer on the following email address: jenny.dwyer@saxbam.com

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Leathersellers' Federation on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/jobs using code **NACASB2**.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter, and complete the equal opportunities monitoring* form. Cover letters should be addressed to Mr A Rothery, Chair of Governors and should explain why your passion for the role and what skills and expertise you bring.

The closing date for applications is noon on **Thursday 19th September**.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*