



Headteacher Recruitment Pack





November 2022

Dear Applicant,

Thank you for your interest in the Headteacher vacancy at Felpham Community College. This position has arisen due to the retirement of Mark Anstiss in April 2023, after 13 years in post. The governors are now seeking an exceptional individual to lead the school to new heights of success.

FCC is an 11-18 local authority, mixed comprehensive with 1522 students on roll and a successful sixth form. Skilful and careful leadership over a number of years have placed our school in an enviable position. Our current year 7 is oversubscribed, the last two OFSTEDs have been Good, the budget is secure, P8 is positive and sixth form results are good. We are fully staffed with specialist teachers, behaviour and uniform are sound, the buildings are first class.

The school has a good record of academic outcomes and pastoral support and our core values of achievement, care and equality underpin our work, creating a happy and vibrant school.

We recognise that great schools are more than just exam factories and we have worked hard to create an exciting, engaging and broad curriculum for all students. At Felpham, we believe in getting the basics right so we have also focussed on developing a safe, calm and purposeful learning environment.

In late 2019, the school saw the completion of significant building work costing £11.5M. Students now benefit from fantastic modern facilities, including a purpose built drama studio, in our new three-storey Blake Building that replaced all of our older classrooms.

In 2017, we became one of only 22 secondary schools in England to achieve the UNICEF Rights Respecting Schools Level 2 (Gold) Award. Student leadership is a strength of the school and continues to be an area we wish to enhance further.

Our strong pastoral system is based around linear tutor groups and year groups led by Year Leaders (who are teachers) and Year Managers (who are non-teaching associate members of staff). We are an inclusive school and benefit from a successful on-site Learning Support Unit.

FCC is a true comprehensive school. We serve a mixed catchment area drawing children from the relatively affluent villages of Felpham and Middleton and the more deprived areas of east Bognor Regis. Similarly, our children come to us with a range of abilities and backgrounds.

The school is situated in one of the UK's most pleasant and diverse counties; West Sussex covers both coast and the South Downs National Park, encompassing hills, harbours, farmland, market towns and beaches. We draw staff not only from the immediate locality but also from Chichester, Littlehampton, Worthing and as far afield as Portsmouth and Brighton.



To find out more about our school please explore our website, (<http://www.felpham.com>) which provides links to our OFSTED report, recent letters and newsletters, our prospectus and other information.

This vacancy provides an outstanding opportunity for an ambitious leader. Very rarely do Headships at schools as strong and stable as FCC come along.

If you are excited by the prospect of leading our school in its next phase of development, we would be delighted to receive an application from you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ken Lloyd', is written over a light blue horizontal line.

Ken Lloyd
Chair of Governors





Job Advert

Job Title: Headteacher

Location: Felpham Community College, West Sussex

Closing date: 10:00am Tuesday 3rd January 2023

Interview date: Monday 16th & Tuesday 17th January 2023

Salary / salary range: Group 7 ISR L31 – L37 **Start date:** Monday 17th April 2023

The Governors of Felpham Community College are looking to appoint a new Headteacher to build on the leadership that has been provided by Mark Anstiss over his 13-year tenure.

Felpham Community College is an 11-18 local authority, mixed comprehensive with 1522 students on roll and a successful sixth form. In March 2019, our one-day, short OFSTED inspection confirmed our OFSTED 'Good' status originally achieved in January 2016. The school has benefitted from an £11.5M building project in October 2019, that has providing outstanding facilities for our students and staff.

The school has emerged from the pandemic to achieve strong educational achievement. For GCSE, students produced Basics 4+ E&M at 65%, and Basics 5+ E&M at 41%. Our KS4 Progress 8 is +0.07. At A Level, 31% of grades were at A*-A and 63% at A*- B. For KS 5 vocational qualifications, 70% were at Distinction* or Distinction and overall, 84% equivalent at A-C.

We are:

- a successful, inclusive and popular school
- committed to raising standards of achievement
- intent on distributing leadership throughout the school
- focussed on the learning needs of staff as well as students

You will be:

- a strong leader with the skills and ability to inspire and enthuse the whole school community
- someone with a proven record of raising standards and offering exciting learning opportunities
- be emotionally intelligent with excellent interpersonal and communication skills

Please visit our website (www.felpham.com) for more information and an application form.

How to Apply

Please complete the application form and write a supporting letter addressing the person specification and provide **evidence of impact** from your current/past experience by referring where appropriate to the Headteachers Standards. We would also welcome a statement of your vision for our school, maximising the potential of all students whilst maintaining inclusivity.

Your letter and statement should be no more than two sides of A4, (size 11 font min.) when typed.



Candidates should submit their application form and letter to Sarah Buswell (Headteacher's PA & HR Manager) by email at jobs@felpham.org.uk before **10am on Tuesday 3rd January 2023**

If you wish to speak to the Chair of Governors, Ken Lloyd, send a text to 07734 256163.

Visits to the school are welcomed and are available on:

Wednesday 23rd November at 1pm

Friday 25th November at 9am

Wednesday 30th November 1pm

Tuesday 6th December at 1pm

Friday 9th December at 9am

Wednesday 14th December 9am

To arrange a visit, please contact Sarah Buswell, the Headteacher's PA, on 01243 838026.

Safeguarding

Felpham Community College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check. We will also undertake an online search as part of our due diligence.

Equal Opportunities

Felpham Community College is committed to equality of opportunity. We welcome applications from all suitable candidates.

The Governing Body look forward to receiving your application.



Job Description

Responsible to: The Governors of the school and the Local Authority

The Governors are seeking to appoint a dedicated, committed and successful practitioner with proven Senior Leadership experience. The successful candidate will need to have experience of improving achievement, raising expectations and will be required to work closely with staff, parents, Governors and the Local Authority, to continue to lead self-evaluation and review and implement the School Improvement Plan.

Job Purpose

To carry out the Headteacher duties as set out in part 7 of the **School Teachers' Pay and Conditions Document**.

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its students and improves standards of learning and achievement.

To work with and through others to secure the commitment of the wider community to the school.

To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.

To create a safe and caring environment for all students and staff by ensuring that the relevant policies are known and adhered to and to promote and safeguard the welfare of all students and staff.



Person Specification

The Governing Body of Felpham Community College is passionate and determined to ensure that the school has the highest aspirations and provides an excellent centre of learning for all within its community. We are looking for a Headteacher that can both deliver and further develop this vision.

Applicants should therefore pay particular attention to demonstrating their experience or ability to be able to meet the criteria in the following sections which will be further explored with those candidates selected for interview.

Qualifications and training

Essential

- Qualified Teacher Status / GTC Registered
- Relevant postgraduate qualification
- Up to date safeguarding training (e.g., DSL and safer recruitment training)

Desirable

- Good honours degree
- Senior Leadership Development (e.g., National professional qualification for headship (NPQH))

Experience and Knowledge

Essential

- Successful school leadership and management experience (In at least two schools)
- Teaching experience in a range of contexts
- Demonstrable experience of successful management of staff and staff development
- Experience of partnership working with parents and the wider community, including external agencies
- Refined knowledge of Safeguarding roles and responsibilities. Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding

Leadership

Essential

- Evidence of managing and making a substantial contribution to the effective management of change
- Ability to communicate a vision and inspire others
- Plan strategically to deliver the school's vision, its priorities and targets
- Understanding of high-quality teaching and assessment based on evidence, and the ability to model this and support others to improve
- Drive up and maintain high standards of organisational effectiveness
- An understanding of educational issues including statutory and legal framework i.e. KCSIE, Financial Handbook and the literature of EEF together with a good working knowledge of the Ofsted framework
- Knowledge of effective strategies that successfully manage behaviour and promote positive learning behaviours
- Knowledge of how to work effectively in partnership with parents, carers and professionals to meet the needs of all students including those with SEND



- Understanding of evidence informed curriculum design that meets the needs of all learners and the ability to lead this across the whole school

Desirable

- Understanding of school finances and financial management.
- Data analysis skills, and the ability to use data to set targets and identify areas for development

Personal qualities

Essential

- A commitment to getting ambitious outcomes for all students and promoting the ethos and values of the school
- Ability to ensure positive working relationships
- Commitment to inclusion being the core of our school values
- Ability to work under pressure and prioritise effectively
- Commitment to safeguarding
- Commitment to equality, ensuring that personal beliefs are not expressed in ways that exploit the position
- Effective communication and interpersonal skills
- Passionate about education and educational issues
- Excellent communicator using a variety of media, capable of inspiring and engaging all stakeholder group including pupils, parents/carers, staff, governors and the wider community
- Absolute commitment to the moral purpose of education, including educational inclusion
- Keen for the potential of further professional learning for self and others
- Commitment to collaboration and consultation to ensure positive working relationships
- Ability to maintain a reasonable work life balance

Safeguarding children: safe recruitment and selection

In addition to the ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.