



Verulam School

A member of the Alban Academies Trust (AAT)



Appointment of Headteacher

Salary: L30 – L36 (£87,221 - £100,848)
Required 1st September 2021

Tours of the School (with Alan Gray, CEO of Alban Academies Trust):
Thursday 7th January (9.00 – 10.30a.m.) and Thursday 14th January (9.00 – 10.30a.m.)

Closing Date: Monday 25th January 2021 (9.00 a.m.)

Shortlisting: w/c 25th January 2021

Interviews: 9th and 10th February 2021



Contents

| | Page |
|---|------|
| Letter from Chair of Governors and Chair of Trust | 3 |
| Introduction | 4 |
| The Senior Leadership Team (SLT) | 6 |
| Job Description | 7 |
| Person Specification | 11 |
| Application Process | 14 |
| Advert | 16 |





December 2020

Dear Prospective Applicant

Appointment of: Headteacher

Thank you for requesting information about the post. Should you decide to apply and be successful you will be joining a School that is on its journey to excellence by working with the Alban Academies Trust which includes Sandringham School, Ridgeway School and the two Wheatfields primary schools. What will strike you is the ambition we have for all the young people who attend Verulam and our plans to help realise this vision. We have set out to create an institution that cares deeply about young people and has the highest expectations for what they can achieve. There are no limits and we look forward to fulfilling of our ambition with the right person to lead the School into the future.

The current Headteacher, Paul Ramsey, who has worked incredibly hard since becoming Headteacher in 2009 to establish and develop Verulam as a high achieving academy, however he is now leaving to pursue other opportunities in his professional life. He will be leaving a good School that has always been popular with the parents and carers of students. We are extremely keen to build on this momentum and find the right person to continue to raise the profile of the School in the community.

Our School is led by a strong team of senior staff and governors who are constantly striving for excellence, seizing all opportunities for the benefit of our students and our staff.

We are seeking to appoint a person, female or male, who is fully committed to comprehensive education, with a particular focus on boys' education, and with the skills, knowledge and experience to lead the School forward, working with the team of teachers and leaders. Above all, we are looking for an individual with a genuine interest in providing the highest quality in every aspect of the role. Our students deserve the very best we can provide. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from being able to draw upon a wide range of experience within the School and will lead a dedicated team of professionals working together to achieve outstanding outcomes.

Thank you for your interest. If you feel that Verulam School can provide the challenges and opportunities you are looking for then we would be delighted to hear from you.

Yours faithfully

John Acton
Chair of Governors

Lin Keen
Chair of Trust



Excellence, Character and Respect

Verulam is a high achieving boys' School with a mixed Sixth Form, which forms part of the highly successful BeauSandVer consortium. The School was founded in 1938 as St Albans Boys' Modern School. The name was changed in the 1940s to St Albans Grammar School for Boys and in 1975 to Verulam School. The School is situated on Brampton Road, St Albans and also benefits from an extensive sports field nearby on Sandpit Lane. The PAN for the School is 186. Prior attainment on entry is above the national average. The number of disadvantaged and SEN students at the School is below the national average.

Verulam School is a member of the Alban Academies Trust, together with Sandringham and Ridgeway schools and the two Wheatfields primary schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. The AAT vision is 'Educational Excellence for Everyone'. Staff development is an important aspect of life at Verulam and is promoted at School level and throughout the Alban Academies Trust. The AAT coordinates strategic sessions with senior and middle leaders and a joint annual conference for staff across the schools each February.

Verulam School specialises in boys' education and we design our curriculum and teaching to help students fulfil their potential. We also recognise that boys succeed when they engage in the sports, social or other extra-curricular activities provided by the School. The seven year journey enables students to become confident, articulate young adults who can succeed in higher education, employment and their personal lives.

Verulam places great emphasis on engagement in extra-curricular activities, drama, music and sport. Outdoor education is also popular with high levels of participation in the Duke of Edinburgh Award Scheme.

Our mixed Sixth Form is part of the BeauSandVer Consortium that provides high-quality post-16 education across Beaumont, Sandringham and Verulam Schools.

The School has good GCSE and A Level results and achieved an above average Progress 8 score of +0.22 in 2019. Results in 2020 were excellent with 84% of students achieving a Grade 4 or higher in English and Maths. At A Level, students achieved an average Grade of B- and the Sixth Form achieved an ALPS score of 2. Sixth Form students move onto prestigious university places and high level apprenticeships. Verulam was judged to be a Good School in all categories by Ofsted in October 2018.

This academic year we have introduced exciting developments in both blended learning and literacy. Google Classroom and other technology is used to enhance the learning for students by equipping them with the IT skills needed for the changing world around us. We place a significant focus on reading and speaking and listening skills.

At Key Stage 5, our co-educational Sixth Form aims not only to give students a first class academic education, but to ensure that they emerge as confident and articulate young adults who can succeed at university and in the workplace.

Outside of the classroom, teaching is supported by a wide range of educational trips including geography field trips to the Baltic and Iceland and social science trips to New York.



Introduction

Students are encouraged to take leading roles in the School by becoming prefects, training as reading or welfare mentors, undertaking work experience and attending our Engaging Minds lecture series.

The senior staff provide an excellent blend of experience and innovation and form a very strong team that has the skills and abilities to support the new Headteacher in helping to make rapid progress in the future. Teaching and support staff are highly committed and strive to achieve the goal of excellence for all.

The School has a strong and experienced Governing Body, excellent leadership from the senior team and many passionate and committed staff.





Senior Leadership Team

| | |
|---|-------------------------------|
| Headteacher | Currently Mr Paul Ramsey |
| Deputy Headteacher | Mr Mark Freakley (Curriculum) |
| Deputy Headteacher | Mr Anthony Flack (Pastoral) |
| Assistant Headteacher | Mr Martin Emsley |
| Assistant Headteacher – English | Mrs Phyllis Avery |
| Assistant Headteacher – Maths | Ms Fiona Rosler |
| Assistant Headteacher – Pastoral | Mr Dan Tansley |
| Assistant Headteacher – Pastoral | Mr John Tromans |
| Business Manager | Ms Kate Locke |



Role

To lead and manage the School effectively to ensure that it achieves its vision of Excellence, Character and Respect in academic, sporting and social spheres of life, thereby enabling all students to fulfill their potential.

Responsible to: The Local Governing Body and the Alban Academies Trust

Responsible for: Developing and implementing the strategic direction of the School with the governors and the Trust, incorporating all aspects of the School's leadership and management, including curriculum, teaching and learning, human resources, well-being and safeguarding, discipline, finance and premises.

The Headteacher is expected to meet the current National Standards for Headteachers.

Duties

The appointment is subject to the current conditions of employment of Headteachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act 1998, and other current educational and employment legislation. In carrying out her/his duties the Headteacher shall consult, where appropriate, with the Local Governing Body and the Alban Academies Trust (through the CEO), the staff and students of the School, the parents and other stakeholders.

Purpose

- To provide vision, leadership and direction for the School to develop its ethos and ensure that it is effectively managed and organised to meet the agreed aims and objectives.
- To inspire students and staff to achieve their full potential in everything they do.
- To create a high-quality educational environment which is engaging and fulfilling for all students by effectively managing teaching and learning, and recruiting and retaining staff of the highest calibre.
- To establish a culture that promotes excellence, equality and high expectations of all students.
- To evaluate the School's performance and identify the priorities for continuous improvement and raising standards.
- To ensure equality of opportunity for all; develop policies and practices; ensure that resources are used efficiently and effectively; and to lead the day-to-day management, organisation and administration of the School.
- To secure the commitment of the wider community to the School by developing and maintaining effective partnerships. Play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally through partnerships.
- To deliver the highest standards of behaviour, safety and well-being for all.



General

- Carry out the duties of the Headteacher as set out in the School Teachers' Pay and Conditions document 2020 and subject to any amendments due to government legislation.
- Meet the standards as set out in the current or prevailing National Standards for Headteachers, as appropriate to the context of Verulam School.
- Have due regard to the requirements of the current or prevailing OfSTED Framework for the Inspection of Schools.
- Actively undertake personal professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.
- Undertake annual Performance Management, setting and agreeing targets linked to School improvement priorities with the School Governors and the CEO of the Alban Academies Trust.

Shaping the future

- Work with the Governing Body and the CEO of the Alban Academies Trust to create and clearly articulate a shared vision and strategic plan, which inspires and motivates students, staff and all stakeholders, leading to sustained School improvement.
- Lead by example to demonstrate the vision and values in everyday work and practice.
- Motivate and work with others across the Trust to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Maintain, and periodically review, the aims of the School.

Leading Teaching and Learning

- Raise the quality of teaching and learning and students' achievement, setting high expectations, monitoring, and evaluating effectiveness of learning outcomes.
- Establish a successful learning culture, which enables students to become effective, enthusiastic, independent learners, committed to life-long learning.
- Ensure that learning is at the center of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all students can fulfil their full potential and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole School community.
- Develop and implement strategies which ensure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Work with the BeauSandVer consortium to offer a wide ranging and exciting Sixth Form curriculum.



Developing self and working with others

- Build a professional learning community, which enables others to achieve.
- Support all staff in achieving high standards through effective continuing professional development and performance management.
- Treat people fairly, equitably and with dignity and respect to create and develop a positive School culture of personal responsibility and the celebration of excellence.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

Leading the organisation

- Provide effective organisation and management of the School and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Build capacity across the workforce, through re-examining the roles and responsibilities of staff working in the School, and ensure resources are deployed to achieve value for money.
- Seek to build successful partnerships through effective collaboration with others.
- Produce and implement clear evidence-based improvement plans and policies for the development of the School and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the School's financial and human resources effectively and efficiently to achieve the School's educational goals and priorities.
- Recruit, retain and deploy high-quality staff.
- Control and organise the School environment efficiently and effectively within budget to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the School.





Securing Accountability

- Work with the Local Governing Body Chief Operations Officer (COO) and Chief Executive Officer (CEO) of the Alban Academies Trust to enable the School to meet its responsibilities and to ensure it meets all its statutory requirements.
- Fulfil commitment arising from contractual accountability to the Governing Body.
- Develop a School ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to School achievement and take account of feedback from others.

Community involvement

- Collaborate with other schools within the AAT and STASSH in order to share expertise and bring positive benefits to all.
- Encourage all staff to collaborate with other schools within the AAT.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students.
- Share responsibility for leadership of the wider educational system and be aware that School improvement and community development are inter-dependent.
- Create and promote inclusive strategies for challenging discrimination of any kind.
- Ensure learning experiences for students are linked into and integrated with the wider community.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the School to enhance and enrich the School and its value to the wider community.





It is important that your application should address and evidence each of the criteria detailed in the experience section of the specification by means of a supporting document.

We are looking for an inspirational leader and strategist who is passionate about teaching and learning, has respect for all students whatever their background and is committed to raising standards of achievement through innovative practice.

Experience

- Recent successful leadership as a Head or Deputy Head within a state secondary school.
- Evidence of being an outstanding (11-18) classroom practitioner who inspires and is respected by students and staff.
- Successful experience of managing whole-school strategic initiatives through a complete cycle, including the monitoring, evaluation and review of initiatives.
- Planning and implementation of initiatives for raising attainment and raising the quality of teaching and learning through training, support and lesson observation.
- Demonstrable experience of the successful management of financial and human resources through Curriculum Planning and Financial Management.
- Experience in, and commitment to, working with students of all backgrounds including those from higher prior attainment and the disadvantaged.
- Successful track record of building excellent networks as well as good working relationships with students, staff, parents, governors and the wider community.
- Experience of development/action planning and target setting across the School and measuring the impact of these strategies.
- Experience of driving outstanding performance management, including a successful track record of developing and implementing strategies to challenge underperformance.
- Evidence of recent professional development relevant to becoming a Headteacher.





Knowledge and understanding

- The ability to communicate a clear vision for the School and how it will develop and grow over the next few years as part of the Alban Academies Trust.
- An excellent understanding of how students learn, how teachers can best teach, and how to raise standards in a state secondary school (years 7-13).
- Knowledge of current national policies, educational issues and the statutory and legal framework within which a School operates.
- A comprehensive understanding and commitment to inclusion and proven experience in the effective development of practices to support this principle.
- Understanding of the requirements of how to improve a boys' comprehensive school working within a multi-academy trust.
- Knowledge of the application and potential of technology in education.
- Understanding of how to promote the School within the community and utilising the community and its environment to enhance the work of the School.
- The ability to analyse and use data to establish benchmarks and set challenging targets for improvement.
- Full understanding and commitment to safeguarding and promoting the well-being of students.
- Experience of delivering successful behaviour management strategies including for the most challenging students.

Leadership and management

- A clear vision of high-quality education that secures the commitment of students, staff, parents and the wider community to the aims and ethos of the School.
- Clear vision and drive to take the School forward through a continuous process of improvement based on critical evaluation, sound planning and challenging targets.
- Proven practice in selecting, leading, motivating and supporting staff to achieve high standards for all students.
- Ability to be flexible and delegate effectively and, through this, support succession planning and the development of staff at all levels.
- Ability to plan strategically for the future including curriculum and pedagogic matters and in staff and resource deployment.
- Ability to work collaboratively with the Local Governing Body and the Alban Academies Trust to enable it to meet its responsibilities.
- Ability to work collaboratively with other schools, agencies and organisations to drive forward the development opportunities of the School.
- Present a positive role model in carrying out duties and when representing the School.
- Work effectively as part of a team and acknowledge effort, achievement, and value and celebrate the achievements of individuals and teams.



Other personal qualities

- A clear and strong passion for the value of education.
- Possess integrity, perseverance and the ability to inspire commitment, enthusiasm and confidence from staff, students, governors and parents in promoting the values, ethos and standards of the School.
- Demonstrate the resilience and relentless energy required to lead a School to success.
- Possess excellent interpersonal, written and oral communication skills.
- Have an inherent intellectual curiosity coupled with the ability to solve problems and balance values with pragmatism.
- Hold a genuine concern for students and staff and understanding of how to help them grow and flourish.
- Exhibit a highly visible and hands-on style to leadership demonstrating enjoyment and empathy when engaging with students, staff, parents and others.
- Possess a well-developed sense of humour, humility and proportion to enable you to meet the demands of the role and to inspire and motivate all those around you.

Minimum Qualifications (*desirable*)

- A good Honours Degree (or equivalent)
- Qualified Teacher Status
- Evidence of continuing professional development (including child protection training)
- Working towards NPQH (or a serving Headteacher)
- *Higher degree*



Salary

We offer a competitive remuneration package to reflect the calibre of candidate we are seeking to appoint in the range L30 – L36 (£87,221 - £100,848) depending upon skills and experience.

Why apply

- An opportunity to lead a successful School with the full support of the Alban Academies Trust.
- Outstanding professional development and future career opportunities.
- A School with significant opportunities to grow with a very supportive community.
- Become a key leader within the trust contributing to its growth and success.
- Experience of a collaborative approach to educational delivery with sharing of resources across the trust.

How to apply

1. You must submit the Alban Academies Trust application form, ensuring that all parts are completed (CVs are NOT accepted). The application form is available on the Alban Academies Trust website under Vacancies: www.albanacademiustrust.org.uk, the Verulam School website, or direct from Ms Kelly Bonass, PA to Headteacher via kelly.bonass@verulam.herts.sch.uk
2. Write a structured letter (no more than 3 sides of A4), addressed to Mr John Acton, Chair of Governors to:
 - Explain why you are applying for the position
 - Address the criteria in the experience section of the person specification by providing evidence of how you meet the criteria through reference to your work and other relevant experience.
3. Please give the names, positions, organisations and telephone contact numbers of two referees, one of whom must be your current or most recent Headteacher or Chair of Governors. Referees will be contacted prior to interview, unless you specifically state otherwise.
4. Applications to be emailed to Ms Kelly Bonass, PA to the Headteacher kelly.bonass@verulam.herts.sch.uk for the attention of Mr John Acton, Chair of Governors by 9.00am on Monday 25th January 2021.
5. **Shortlisting:** only candidates whose applications meet the selection criteria will be invited for interview.



Application Process

6. The schedule will be as follows:

Tours of the School: 7th and 14th January 2021 (9.00 – 10.30 a.m.) with Alan Gray Trust CEO
To arrange a tour please contact:
Ms Kelly Bonass at kelly.bonass@verulam.herts.sch.uk or 01727 754102

Closing date: Monday 25th January 2021 (9.00am)
Short-listing: w/c 25th January 2021
Interviews: 9th and 10th February 2021

Please contact Ms Kelly Bonass, PA to Headteacher, by email (above) or telephone on 01727 754102 if you have any questions.

NOTE: your application will be photocopied for distribution to the Governors' Selection Panel. Clarity is therefore essential





Headteacher

September 2021

Salary: L30 – L36 (£87,221 - £100,848)

This is a unique opportunity to join one of the most established state schools in St Albans, Hertfordshire. Verulam School is situated close to the city centre, and offers high-quality education to boys in years 7-11 and to both boys and girls in the Sixth Form. Paul Ramsey, the current Headteacher, is moving on after 12 years leading the School and we now seek to appoint his successor. Verulam is part of the highly successful BeauSandVer post 16 consortium with Sandringham and Beaumont schools, and also the Alban Academies Trust, a cross-phase Multi-Academy Trust in St Albans.

The Governors wish to appoint a creative, ambitious and energetic Headteacher with a deep commitment to developing an outstanding learning environment for all. Our over-arching vision is “Excellence, Character and Respect” with the aim of striving for excellence in all we do.

We can offer you:

- An opportunity to lead a successful School with the full support of the Alban Academies Trust.
- Outstanding professional development and future career opportunities.
- A School with a very supportive community.
- Become a key leader within the trust contributing to its growth and success.
- Experience of a collaborative approach to educational delivery with sharing of resources across the trust.

If you are interested in leading our School we would love to hear from you. The application pack can be obtained from www.albanacademiustrust.org.uk, the Verulam website, or direct from Ms Kelly Bonass, PA to Headteacher via kelly.bonass@verulam.herts.sch.uk

Tours of the School: 7th and 14th January 2021 (9.00 – 10.30 a.m.) with Alan Gray, Trust CEO
To arrange a tour please contact:
Ms Kelly Bonass: kelly.bonass@verulam.herts.sch.uk 01727 754102

Closing date: Monday 25th January 2021 (9.00am)

Short-listing: w/c 25th January 2021

Interviews: 9th and 10th February 2021

Applications to be emailed to Ms Kelly Bonass, PA to the Headteacher kelly.bonass@verulam.herts.sch.uk for the attention of Mr John Acton, Chair of Governors by 9.00am on Monday 25th January 2021.

Please contact Ms Kelly Bonass, PA to Headteacher, by email (above) or telephone on 01727 754102 if you have any questions.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The post is subject to an enhanced DBS Check.