



Ickniel High School

Raising the achievement for all



Headteacher Candidate Pack





Dear Applicant,

Thank you for your interest in the post of Headteacher at Icknield High School.

We are seeking an exceptional school leader to guide our successful school through its next stage of growth and development.

Icknield High School is a state funded secondary academy school with 1450 pupils. It has an Ofsted rating of 'good' – February 2024. It caters for pupils aged between 11 and 16 in Luton, Bedfordshire. The school is located in north Luton and just off the A6.

At Icknield High School everything we do is underpinned by our overriding philosophy of ***'Raising the Achievement of All'***. We believe that every student, regardless of background, should be afforded the same opportunities to be successful and that nothing should hold a child back from pursuing their talents and passions. We have consistently high expectations of our students and encourage excellence in all aspects of school life. The school has made significant progress in recent years with more to accomplish. The 2024 outcomes rank the school in the top 10% in the country for GCSE outcomes.

Icknield's vision is supported by a set of core values - known as **'Icknield CARES'** - which permeate through every aspect of the school's culture. These are: -

- Celebration
- Aspiration
- Respect
- Equality
- Support

We are ambitious for our students' futures. The school is focussed on developing and celebrating students as individuals and not just learners.

We are looking for a leader who balances creativity with rigor, empathy and with the readiness to make challenging decisions. The role will present various challenges, so we are looking for someone with the knowledge and skills of school improvement, personal reserves of optimism, resilience, and persistence.

We are looking for a leader who can:

- Understand and engage with the complexities of the school and broader community.
- Translate strategic plans into effective actions that result in positive outcomes.
- Drive change sensitively by recognising the needs of both the internal and external community.
- Inspire confidence in the school, staff, your improvement plans, and your leadership.
- Think innovatively to solve complex problems.
- Champion the well-being of students, staff, and stakeholders.
- Collaborate effectively as a key member of our Senior Leadership Team.

In return, you will be supported by:

- A dedicated school leadership team.
- A well-qualified and enthusiastic teaching and support staff.
- A committed Governing Body that values both robust oversight and the personal development and support of all staff.

We look forward to receiving your application.

Yours sincerely,

Steve Blake, Chair of the Governing Body





About

ICKNIELD

High School

At Icknield High School we are justifiably proud of our excellent reputation for academic achievement, inspirational teaching and high-quality pastoral support. We have a rich history, clear identity and strong community.

We are extremely ambitious and aim to ensure that our students have access to the best possible opportunities and experiences during their education, so that they can reach their full potential and are better prepared for the future. We assume there is always room to improve and work hard to ensure that nothing is left to chance.

Our work is focused on developing and celebrating students as individuals and not just as learners. Every student is encouraged to: find and nurture their talents, believe in themselves and the difference they can make in the world, and seek to be the very best they can be in all endeavours. We are proud that our students leave us equipped with the personal qualities and academic qualifications to lead happy, successful lives, often achieving more than they believed possible.

The School prides itself on helping young people to achieve, whatever their ability. Our mission statement of ***"Raising the Achievement of All"*** is central in our decisions and actions. As a school we believe passionately in the ability of education to transform lives and recognise the importance of our role in making this happen. Our blend of traditional values combined with creativity offers a rich environment for progress. The quality of teaching and breadth of curriculum ensures students consistently achieve highly in their public examinations. Our results are a testimony to the hard work and motivation of our children and staff, along with the support of parents and Governing Body.

The school is proud of its inclusive and purposeful ethos and our students are at the heart of every decision. Everything we do is about ensuring their experiences here help them to develop in a caring, supportive and safe environment with a strong pastoral structure at the center of the school. Icknield High School fosters a culture of high standards and expectations for all with regards to learning, behaviour and aspirations. It is our expectation that students have respect, integrity, maturity and pride in themselves and the school.



Vision

At Icknield High School everything we do is underpinned by our overriding philosophy of 'raising the achievement of all'. We believe that every student, regardless of background, should be afforded the same opportunities to be successful and that nothing should hold a child back from pursuing their talents and passions. We have consistently high expectations of our students and encourage excellence in all aspects of school life.

Values

Our vision is supported by a set of core values - known as '**Icknield CARES**' - which permeate through every aspect of the school's culture. These are:

"The schools value statement, 'Icknield CARES', is evident in pupils' conduct towards each other." (Ofsted 2024)

Celebration
Aspiration
Respect
Equality
Support

Culture

The guiding principles outlined in our vision and values help ensure that Icknield is a vibrant and supportive place for our students to learn.

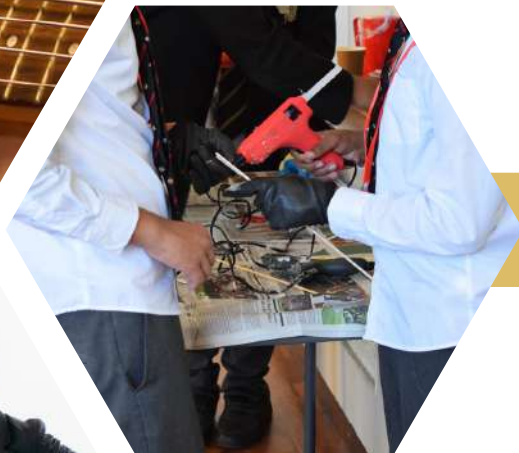
The Icknield CARES mantra is exemplified in our work to foster collaborative approaches at all levels - not only between students and staff but also with parents, governors, and the local community. We aim to ensure that parents are fully engaged with their child's progress throughout their school career and liaise closely with the wider community in Luton to ensure that the school plays its part in local life.

We recognise and value the diverse nature of our student body, and are fully committed to creating an inclusive and respectful environment for all students to grow and develop. We promote equality and actively tackle bullying and harassment so students can feel safe in our school. All staff provide individualised support to students while promoting positive behaviour through the school's 'respect' agenda.

Icknield's expansive curriculum and wide range of extra-curricular activities combine to ensure that students can develop a wide range of interests and ambitions. Our highly motivated staff encourage students to be ambitious in their learning and adopt a positive, 'can-do' approach to new challenges and opportunities.

Within this supportive context we are unapologetic in demanding high standards of work and conduct from our students. By supporting them to develop their curiosity, independence and resilience we believe we really can raise the achievement of all our students.

*"Pupils are proud of their school."
(Ofsted 2024).*



*"Pupils have a positive approach to learning. They concentrate well in lessons. They are determined to live up to the schools high expectations."
(Ofsted 2024).*

JOB DESCRIPTION



Headteacher Icknield High School

Salary: Leadership Spine L34 to L39

Contract: Permanent

Location: Luton, Bedfordshire

Start date: September 2025

Responsible to: The Governors

Responsible for: Leadership, Head's PA, Finance, HR

Main Purpose of Role

- Provide vision, leadership and direction, identifying priorities for continuous improvement
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Effectively manage teaching and learning, promoting excellence and high expectations for all pupils and staff
- Establish and oversee systems, processes and policies so the school can operate effectively
- Develop strategies for school improvement, mindful of any barriers, that are realistic, timely and suited to the school's context while ensuring these strategies are effectively implemented
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Use delegated financial resources appropriately, efficiently and effectively
- Maintain the confidence of the local community by realising their high aspirations for their children from a vibrant and diverse community

Strategic direction and development of the school

- Provide inspiring and purposeful leadership for the staff and pupils
- To work in partnership with the Governors, staff and parents generating the ethos and values which will underpin the school.
- To continue to implement a Development Plan which will secure continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the Governors as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

Teaching and learning

- Continue to maintain an environment that promotes and secures good teaching effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement.
- Determine and implement policies which promote:
 - positive strategies for developing good race relations and dealing with racial incidents.
 - equality of access.
- Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including business and industry, to enhance achievement of all pupils in the school through appropriate methods in the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extra-curricular activities in accordance with the educational aims of the school.

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of Early Careers Teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Headteacher.
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
- Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent from school.
- Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including the Governors, LA, the local community, OFSTED and others to enable them to play their part effectively.

- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Governors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Governors.

Safeguarding Children & Safer Recruitment

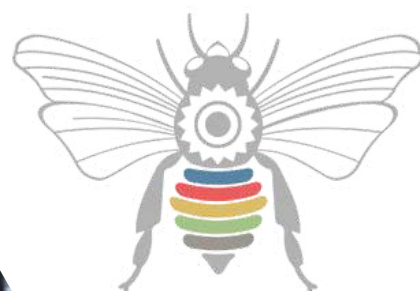
- This school is committed to safeguarding and promoting the welfare of children and young people as required under all Education Acts and associated documents and expects all staff and volunteers to share this commitment.

Actions

The Headteacher should ensure that:

- The policies and procedures adopted by the Governors are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

'This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee, in the future'. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers'.



Context

All classroom teachers are role models to students within the school and at all times the values, vision and ethos of the school must be evident in their attitude and behaviour.

In order to promote and achieve the school vision and purpose the teacher should meet the core (C) standards as per the National Professional Standards for Teachers in England from September 2007.

The Job-holder will ensure that Icknield High School's policies are reflected in all aspects of his/her work, in particular those relating to; Equal Opportunities, Health and Safety, Data Protection Act (1984, 1998)

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

This post meets the definition of '**Regulated Activity**' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)**. A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Person Specification Headteacher

Please note that the information below, along with the relevant Job description, acts as the selection criteria and should be used as guidance when completing your application for the post.

App – Application form

SP – Selection process (which could include a range of exercises, including an interview)

Ref - Reference

NB: All aspects are essential unless indicated below as desirable.

	Essential / Desirable	How identified
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Teaching qualification • First degree or Certificate of Education • Holder of NPQH (or gained headship before 2004); if does not hold NPQH must have evidence of alternative relevant post-graduate qualification and a willingness to undertake NPQH upon appointment • Safer Recruitment certificate from recognised provider (required within the first year of Headship and annually ongoing thereafter) • Relevant recent and substantial experience of senior leadership roles in schools (e.g. strong track record as Headteacher and/or Deputy Headteacher) • Already has experience working as Headteacher/Acting Headteacher. • Able to demonstrate having achieved good or outstanding educational results including in terms of disadvantaged students 	<ul style="list-style-type: none"> • Desirable • Desirable 	<p>App App App</p> <p>App</p> <p>App</p> <p>App / SP</p>
<p>Qualities and knowledge / leadership</p> <ul style="list-style-type: none"> • Ability to articulate a clear future vision for the academy, and to implement a strategic plan across the whole school that is influenced strongly by the School's strategic plan, identifying priorities and evaluating the impact • Experience of working with and leading teams and individuals to implement changes across the school • Ability to build effective relationships with staff, parents/carers, governors and other agencies, and to influence all stakeholders • Track record of school improvement with ability to make and implement difficult decisions • Ability to interrogate data and draw on national datasets to determine how effective teaching and learning are 		<p>SP</p> <p>App / SP</p> <p>App / SP</p> <p>App / SP</p> <p>SP</p>

<ul style="list-style-type: none"> • Experience of partnership/ collaboration and collaborative leadership • In-depth knowledge of education including implementing successfully key government initiatives, policies and practices and curriculum developments • Full awareness of health and safety responsibilities so that a safe environment is maintained • Understanding of financial processes and procedures 		<p>APP</p> <p>SP</p> <p>APP/ SP</p> <p>App / SP</p>
<p>Pupils and staff</p> <ul style="list-style-type: none"> • Experience of implementing strategies which impact positively upon learning and create effective learning experiences for students • Experience of implementing curriculum improvements and effective interventions to ensure students make good or better progress • Effective use of assessment tools to monitor teaching & learning and student progress, with the ability to identify excellent classroom practice to enable teachers to improve • Ability to lead, manage, motivate, enthuse and develop staff • Evidence of instilling a strong sense of accountability in staff for the impact of their work on student outcomes 		<p>App / SP</p> <p>App / SP</p> <p>App / SP</p> <p>SP</p> <p>SP</p>
<p>Systems and processes</p> <ul style="list-style-type: none"> • Ability to plan and allocate work effectively • Experience of performance management to secure improvement in others through effective feedback, and managing underperformance of staff to a satisfactory conclusion when required • Evidence of a commitment to promoting the welfare and safeguarding of children, including an ability to implement effective Child Protection policies and procedures, and to deal with sensitive issues in a supportive and effective manner whilst working in a multi agency team approach • Evidence of promoting, implementing and monitoring equal opportunities across all aspects of a school • Experience of successful management of school budgets and managing the school environment in line with health and safety regulations • Experience of developing appropriate school development plans, policies and procedures • Experience of working effectively with a governing body to fulfil statutory duties • Experience of providing performance data for a range of audiences 		<p>SP</p> <p>App / SP</p> <p>SP</p> <p>SP</p> <p>App/ SP</p> <p>SP</p> <p>SP</p> <p>SP</p>

How to Apply

All applications must be made using the schools recruitment platform via My New Term.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Tina Freeman, Heads PA at Tfreeman@icknield.beds.sch.uk

The closing date for applications is 13th January 2025 at 12pm.

Interview Timetable

Interviews will take place on: Tuesday 21st & Wednesday 22nd January 2025

What we Offer

- Excellent opportunities for personal and career development within Icknield High School;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A welcoming, friendly, supportive and professional environment.
- Staff socials including BBQ's and tea & coffee mornings.

Icknield High School, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to the schools values and principles.



Icknield High School
Riddy Lane
Luton
Bedfordshire
LU3 2AH

Telephone: 01582 576 561

Fax: 01582 561 533

info@icknield.beds.sch.uk

www.icknield.beds.sch.uk

