



St Andrew the Apostle Greek Orthodox School



Headteacher Candidate Pack

'Ever to Excel'



Welcome Letter from the Chair of St Andrew the Apostle Greek Orthodox School & the Chief Executive of Russell Education Trust

Dear Applicant,

Thank you for your interest in this post.

We truly believe this is an exceptional opportunity and we are looking for a talented and committed person to lead the school to its next stage of development.

This is no ordinary headship! As well as being suitably qualified and experienced the successful candidate will also be:

- A committed Christian
- An outstanding practitioner both as a teacher and as a school leader
- Dedicated to developing a culture of high expectations
- Committed to working in partnership with parents to ensure that the school is at the heart of the community
- A leader with the strategic ability to anticipate and lead change to ensure the school continues to build on its success, especially in terms of overseeing the move of our school onto its new permanent site and developing our embryonic sixth form

We are proud to be the only state maintained Greek Orthodox school in the UK. However, the governing body and the Trust would welcome applicants from any faith. Our founding Headteacher, Mr Rob Ahearn, who successfully led and built our school before retiring last summer is an Anglican. The successful candidate would be supported by the Archdiocese, with which the school enjoys close links. His Eminence, Archbishop Nikitas, Archbishop of Thyateira and Great Britain recently visited the school and the school has weekly visits from our Greek Orthodox school chaplain. Further support would come from Headteachers from our other faith schools within the Trust.

If you are appointed, you will enjoy wider support from the Russell Education Trust (RET), the CEO and our central team. Each school has a Lead Adviser as well as advisers across a range of areas. The schools within the Trust perform significantly above national average in all areas and are among the top performers in the DfE's performance tables of multi-academy trusts. The range of our 2019 Progress 8 results across our schools is +0.19 to +0.34 placing us 16th in that table and we are among the very highest performers in EBacc measures.

Please see the application process details on how to apply. Good luck!

Yours sincerely,

Yiannis Pareas, Chair of Governors

Colin Mackinlay, Chief Executive Officer



About the School

St Andrew the Apostle is a high-performing 11-18 school. It is a strong and vibrant place which recognises the importance and individual needs of every student and member of staff. Praise and encouragement are vital in creating a climate of learning, high expectations, and happy environment, supported by teaching of the highest quality. Our first two sets of exam results were above average: P8: +0.39 in 2018 and +0.33 in 2019. The school is expecting strong performance from its first cohort of Year 13 students this year.

St Andrew the Apostle School opened in 2013 as a result of a successful partnership forged between the Greek Orthodox Church, the Classical Education Trust and our academy sponsor, RET. Our school is based on the Christian faith, the moral principles of the Church and our Character Education values. The school is a diverse environment serving students of all faiths and beliefs. Half of the places are reserved for Greek Orthodox families with the shared goal of securing genuine academic excellence and personal growth for their children. We are dedicated to meeting those aspirations through strong parental and family support so that all children make excellent progress in line with our school motto **'Ever to Excel'**.

St Andrew the Apostle is based in Barnet and draws students from a range of other boroughs as well as beyond London. We are currently planning for our brand new, purpose-built school and sports facilities on the same site, which is a very exciting prospect for staff and students alike.

Values & Ethos

The school is based on the Christian beliefs of the Greek Orthodox church and as such will actively encourage tolerance and respect for students (and people beyond the school) of all faiths and none. Our Christian values are respect, responsibility, caring, fairness, forgiveness, honesty and trustworthiness. They underpin our school motto **'Ever to Excel'** and support the Christian ethos of the school and strong discipline in the classroom.

St Andrew the Apostle Greek Orthodox School is fully committed to exemplary behaviour at the heart of a highly cohesive school community. We will

- Deliver a broad curriculum that promotes academic excellence and exceptional progress across the ability range
- Foster a spirit of kindness, tolerance and responsibility which will allow each student to grow in character as an individual and as a community member

- Allow students to excel in sports, music and the arts
- Encourage students to progress to higher education
- Promote a high number of students to study maths, sciences, the classical language subjects at university

We are honoured to be the first state-funded Greek Orthodox secondary school in Britain. Anglican, Roman Catholic and other Church schools are very much respected by parents; and we are delighted to join them, making our contribution to the high academic standards and values-based education with which Church schools are associated nationally.

In common with most Church schools, a daily act of collective worship is fundamental to the organisation of St Andrew the Apostle. Assemblies are held for the whole school twice a week and in tutor or year groups on the remaining days. We will actively encourage an understanding and respect for all faiths and our assemblies will draw on the musical and choral traditions of many Christian churches; supporting our students as they develop into respectful and well-educated young people.

Curriculum Vision

We offer an expertly-delivered, 'traditional but contemporary' curriculum. We support all students to achieve their academic potential. Our curriculum meets the needs of all students, developing them intellectually, socially, culturally, spiritually and morally. There is a focus on the core subjects of English, mathematics and science to prepare every student for life beyond school at university, in training and in employment. The number of students gaining the English Baccalaureate (between 5 and 9 good grade GCSEs including English, mathematics, science, geography or history and a language) is more than double the national average, with a high proportion of the Year 11 group achieving top grades. In Year 7 all students study English, mathematics, sciences, French, classics and Latin, religious studies, technology, history, geography, physical education, art, drama and music.

Extra-Curricular Activities

The school is outward looking, serving its local and school-based community. Students are actively encouraged to join in Community Service in the local area as part of our extended provision and to become involved in long-term commitments to charitable local organisations.

Extra-Curricular Activities

continued

St Andrew the Apostle has a wide variety of performing arts clubs and events which include orchestra, choir and drama. Whole school productions to date include Charlie and the Chocolate Factory, The Wizard of Oz and Bugsy Malone. There is also a full programme of sporting activities and our teams compete regularly and successfully against other schools. This is in addition to a wide range of clubs and activities before and after school and at lunch time.

The Student Council is an elected body of students that meets regularly and provides invaluable feedback to school leaders. It exemplifies democratic thinking and debate and supports decision making in the school.

Sixth Form

Our Sixth Form opened in September 2018. This followed the excellent GCSE results achieved by the founding students. The Sixth Form quickly established itself as a very strong feature of the school, offering a wide range of courses and outstanding pastoral care. Sixth formers play a key role in the life of the school, modelling academic study and high levels of personal conduct for younger students.

New Build

Recently, all members of our school community were delighted to hear that planning permission for a new and permanent school building had been granted. The approval is part of a scheme for the wider residential development of the North London Business Park.

Current plans feature a fantastic main school building that includes the majority of the teaching spaces including eight science laboratories, six technology rooms and specialist rooms for computer science, art, drama and music. It will also feature a roof top Multi User Games Area (MUGA). All rooms will be equipped to fully exploit the latest technologies available to support teaching and learning.

Alongside our main building, we plan to create a large Sports Hall for the wide range of sports we offer in our curriculum and during extra-curricular periods. This hall will also incorporate a smaller 'performance' area. There will be a conventional sports pitch, for use in lessons and for after school sports fixtures.

As a school we will ensure that the strong ethos and focus on teaching and learning moves into our new building with us.



Bird's eye view of St Andrew the Apostle School Buildings and pitch



Image showing relative positions of main building, sports pitches and front entrance from Brunswick Park Road



Job Description – Headteacher

Reporting to: **Russell Education Trust**

Working time: **Full-time. The Headteacher is expected to work such hours as shall be reasonably necessary to properly discharge their duties.**

Salary: **Leadership Pay Scale: L33-L41 (commensurate with experience)**

Core purpose

The core purpose of this role is to provide professional leadership and management for the school; and to work closely with the school's Trust to promote high standards in all aspects of the school's work.

To achieve success, the Headteacher will:

1. Share the Trust's vision providing spiritual, moral and educational leadership and direction.
2. Effectively manage teaching and learning.
3. Promote excellence, equality and high expectations of all students.
4. Deploy resources to achieve the school's aims and vision.
5. Evaluate school performance and identify priorities for continuous improvement.
6. Carry out day-to-day management, organisation and administration.
7. Secure the commitment of the Orthodox Church, schools and the wider community.
8. Create a safe and productive learning environment that is engaging and fulfilling for all students.
9. Work with the CEO and fellow Headteachers to develop and disseminate best practice in all our schools.

Key responsibilities

Strategic direction and shaping the future

1. Work with the Trust and other key stakeholders to ensure the vision for the school is clearly articulated, shared, understood and acted upon.
2. Work within the Trust and school community to translate vision into agreed objectives that promote and sustain school improvement.
3. Demonstrate and promote the school's faith and educational values in everyday work and practice.
4. Motivate and work with others to create a shared culture and positive environment.
5. Ensure that strategic planning is translated into effective development planning and evaluation at every level in the school.

Managing the organisation

1. Implement an organisational structure that reflects the school's values, and enables management processes to work effectively in line with legal and Trust requirements.
2. Manage the school's resources effectively and efficiently to achieve the school's educational goals and priorities.

Job Description *continued*

3. Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school's vision and goals, using RET performance management procedures.
4. Manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
5. Ensure that statutory requirements are met.

Leading learning and teaching

1. Ensure that the quality of teaching leads to outstanding achievement across the school.
2. Ensure that student responsibility, achievement, safety and well-being is at the heart of all school activities.
3. Create a culture of academic excellence; and an ethos of challenge and support, in which all students can achieve success and become engaged in their own learning.
4. Demonstrate and articulate high expectations and set stretching targets for the whole school community.
5. Secure high standards of behaviour, self-discipline and attendance.
6. Deliver a broad curriculum suited to the diverse needs of students.
7. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

8. Monitor, evaluate and review classroom practice and promote improvement strategies.
9. Implement core strategies for developing excellent and effective teachers to ensure that all students have every opportunity to access and benefit from excellent and effective teaching.

Developing self and working with others

1. Regularly review own practice, set personal targets, and take responsibility for own personal and spiritual development.
2. Work with the Trust to develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
3. Demonstrate the values of Orthodoxy by treating people equitably and respectfully.
4. Delegate tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work.
5. Acknowledge the responsibilities and achievements of teams and individuals.
6. Manage own workload and that of others to allow an appropriate work/life balance.
7. Develop strong and effective interpersonal relationships.
8. Develop and sustain a strong and effective leadership and management team.





Job Description *continued*

Securing accountability

1. Be accountable to the Trust for all aspects of the school's performance.
2. Provide information and objective advice and support to the Trust to enable it to meet its responsibilities.
3. Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
4. Ensure individual staff accountabilities are clearly defined, understood, and subject to rigorous review.
5. Formulate and present a coherent and accurate account of the school's performance to a range of audiences.

Strengthening community

1. Build a school culture and curriculum which take into account the achievement, richness and diversity of the school's communities and its local primary schools.
2. Lead the school to play a full part in the Orthodox community and the wider family of churches and schools in the area.
3. Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families; and co-operate and work with relevant agencies to protect children.
4. Create and use effective methods of consultation, collaboration and dissemination to communicate vision, principles and policies.
5. Create and maintain an effective partnership with parents, carers and other professionals to support and improve students' achievement and personal development.

6. Create an excellent partnership with parents and carers and actively involve them in their child's development and learning.
7. Encourage community organisations and businesses, as well as other schools, to work in partnership with the school; and when appropriate to share the school's resources and facilities for the good of the wider local community.

National Standards of Excellence

This job description is based on the DfE's National Standards of Excellence for Headteachers. The Headteacher is accountable to RET for the standards achieved and the conduct, management and administration of the school, subject to the law and DfE, charity and company regulation. This job description is subject to annual review.

Review Arrangements

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. RET will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our Commitment to Safeguarding

St Andrew the Apostle Greek Orthodox School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Headteacher – Person Specification

The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out under the terms of a direction made by the Secretary of State for Education.

Our commitment to equality

St Andrew the Apostle Greek Orthodox School is committed to promoting equality for all students and employees.

Every individual is treated with courtesy and respect and their contribution to the learning process is valued.

Qualifications & Professional Development

- Qualified teacher status
- First Degree, or other equivalent qualification
- Recent, relevant professional development
- Recent, relevant professional development e.g. NPQH

Experience and Leadership

- Successful experience as a Head or Senior Leader in a Maintained or secondary school
- Be a practising Christian who can show by example and from experience how he or she will ensure that the school is distinctively Greek Orthodox in all its aspects
- Proven experience of developing and delivering good and outstanding teaching
- Experience of leading the achievement of outstanding outcomes across the full range of student abilities
- Evidence of successfully leading change through a major educational initiative or project
- Effective financial and resource management
- Proven track record of appointing, managing, motivating and developing staff
- Experience of using data and benchmarks to ensure the progress of every student
- Experience of leading or line managing a curriculum team in a secondary school

Professional knowledge

- Effective use of school improvement planning and multi-level self-evaluation
- Effective use of management structures to achieve high standards
- Ability to effectively support students' pastoral and emotional needs and care for the "whole child"
- Able to demonstrate knowledge of current educational issues and developments

- Understanding of the local and national political, social, and economic environment

Skills

- An excellent classroom practitioner who leads by example
- Develops, articulates and maintains a clear vision and leads others to plan and deliver it
- Ability to provide inspirational leadership and empower staff and students
- Promotes the school at a local and national level and deals confidently with the media
- Improves and maintains levels of attainment and success
- Reviews, monitors and evaluates progress and results
- Leads, coordinates and delegates
- Thinks both strategically and operationally, according to the situation
- Ability to set clear and challenging targets based on a comprehensive knowledge and understanding of data and performance indicators
- Manages change and works well under pressure
- Manages the performance of others effectively
- Competent and effective in the use of ICT

Personal Qualities

- Creates robust, trusting, honest, and supportive relationships within and between all stakeholders
- Flexible, resourceful and spiritually strong
- Displays moral, intellectual and personal integrity and authority
- Shows determination, optimism and resilience in the face of challenges and set-backs
- Is committed to equality of opportunity, community cohesion and student social mobility



How to Apply

Visiting the school

If you have any questions about the role or would like a confidential and informal chat, please do not hesitate to get in touch by contacting **Michael Watson** at **Candidate is Key** on **020 3137 7096** or **077 4227 4680** or email **michael.watson@candidateiskey.co.uk**

If you wish to visit the school before applying, you are very welcome to do so on **w/c Monday 7th September 2020**, please contact **michael.watson@candidateiskey.co.uk**. These visits form no part of the selection process..

Completing your application

Please complete all sections of the application form in full noting the guidance on the form about referees. Applicants are required to attach a supporting statement to their application outlining why they are attracted to this post and giving evidence of how they meet the person specification. Please ensure your supporting statement is no longer than two sides of A4 using Arial point 11.

Sending your application

Only electronic applications will be considered which should be emailed to **headship@standrewtheapostle.org.uk**

Selection timetable

- The closing date for applications is **9am on Tuesday 15th September 2020**.
- The shortlisting will take place **towards the end of w/c Monday 14th September 2020**. Applicants are asked to give a mobile number on their application form which may be used for notification. References will be taken up on shortlisted candidates.
- Final Panel interviews will take place **w/c 21st September (likely to be 24th 25th)** at the school.

Interview schedule

The first day of the selection process will involve panel interviews, a taught lesson and data and self-evaluation exercises. The second and final day of the process will involve additional exercises, the delivery of a presentation and a formal interview with the appointment panel. Details of the two-day selection process will be sent on **18th September 2020** to all candidates invited to take part.





About RET

St Andrew the Apostle is one of five secondary schools in the Russell Education Trust MAT (the effectiveness of which has been singled out by the DfE and recognised in Ofsted reports). All RET schools were born from a partnership between local parents and RET; and this partnership remains very healthy. Results across our schools are consistently well above average and place us in the top 16% of Trusts nationally. The five RET schools develop RET shared systems and best practice through the joint working of Chief Executive, Headteachers and Advisers and a variety of cross-trust teacher networks. RET and parents' representatives sit on the Local Governing Body which enjoys a high level of delegation and professional support.

For national comparisons to other trusts, RET is 16th for P8; 13 for entering EBacc; 3rd for EBacc APS; 2nd for EBacc 5+ and 1st for EBacc 4+.

RET's other schools:



Bristol Free School (established Sept 2011)

Leaders have created a culture characterised by good behaviour and respect and consideration for each other. Staff at all levels give strong support to pupils' safety and wellbeing. **Ofsted 2018**



Becket Keys Church of England School (established Sept 2012)

The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued. **Ofsted 2014**



Kings School Hove (established Sept 2013)

Pupils from a range of backgrounds thrive in this highly successful and inclusive school. Leaders are dedicated, determined and ambitious. Their actions ensure a very strong sense of community, where individuals really matter. A clearly understood set of values underpins the work of the school. **Ofsted 2018**



Turing House School (established Sept 2015)

The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place. **Ofsted 2018**

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CANDIDATE
SCHOOL