



HITCHIN BOYS' SCHOOL
An Academy Trust



Headteacher Candidate Pack



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Welcome from the Chair of Trustees

Dear Colleague,

Post of Headteacher: Hitchin Boys' School

Thank you very much for expressing an interest in the post of Headteacher at Hitchin Boys' School.

Founded in 1632, Hitchin Boys' School has a very long and proud tradition of serving the community of Hitchin and its surrounding areas. The school maintains its traditional heritage through celebrations such as the annual Founders' Day Service, held in the summer in conjunction with Hitchin Girls' School, and the Festival of Nine Lessons and Carols in St Mary's Church at Christmas. The school estate still reflects its Victorian era heritage, but recent new accommodation has begun a transformation of the facilities on offer.

Hitchin Boys' School became an academy in 2013, and remains a Single Academy Trust. The non-selective school has been expanding on a 1.5 form entry basis since 2018, increasing the school roll to 1308 in 2022/23. The school currently has a sixth-form of 258 pupils, and there are ambitions to expand this number. The sixth-form is also part of the Hitchin Consortium, along with Hitchin Girls' School and The Priory School, affording greater opportunities for subject choice and economies of scale. This also means that a number of girls participate in the sixth-form provision at Hitchin Boys' School.

Hitchin Boys' School was rated Outstanding by Ofsted in 2016, and was the first school to retain the Outstanding judgement under the new inspection arrangements in 2021. The challenge now is not only how to maintain the high standards that have been set in a wide variety of activities, but how to build on these still further. The school's motto is 'Per ardua ad alta', striving for excellence. While striving for academic excellence remains a priority, very importantly so does striving for sporting, musical and artistic excellence. As one example, the past year has seen exceptional sporting achievement with 800 pupils watching the U15 rugby team win the national U15 Vase competition finals at Twickenham, the U18 hockey team beating Eton College to become national runners-up, the trampolining squad becoming national champions and the athletics team selected to represent the UK at the European athletics finals in Turkey. The school also has an exceptionally wide variety of extra-curricular activities on offer to all pupils, including many study trips within the UK and abroad. Working to achieve the best possible outcomes for a wide range of pupils is most important and helps to define the ethos of the school.

If you are interested in leading this successful school through the next chapter of its long history, I would encourage you to come and visit the school in action during a normal working day.

We will be inviting short-listed applicants to attend interviews on Wednesday 12th and Thursday 13th July 2023.

Thank you again for your interest in this dynamic school. We look forward to receiving your application.

Kind regards,

Dr Helen Corkill | Chair of Trustees

About Hitchin

- Hitchin is a thriving, historic and picturesque market town in North Hertfordshire which is well served by highly performing nursery, primary and secondary schools.
- Located between the A1(M) and the M1 and on the train mainline between London, Cambridge, the North and the South Coast it is easily accessible by road and rail. Luton and Stansted airports are within easy reach.
- The town has many historic features such as The British Schools Museum, St Mary's Church, The Priory as well as many interesting paths and alleyways.
- Hitchin is home to Benslow Music Trust, three theatres, The Queen Mother, Woodside and the Market Theatre as well as a thriving shopping, restaurant and leisure culture giving it a real community feel.
- There are plenty of new and existing sports facilities to make use of and a wide range of clubs for people of all interests.
- Surrounded by the lovely Hertfordshire countryside there is plenty of opportunity to get out for relaxing walks or bike rides.
- There is a wide range of property types to buy and rent in Hitchin and its surrounding towns and villages.





About our School

- The origins of the school go back to 1632 in another location within the town but the school was built on its current site in 1889.
- Hitchin Boys' school is set in large grounds which stretch from just behind the town's main street out to playing fields, all-weather pitches and a sports pavilion.
- The school today is a mix of the very traditional and very modern, from celebrating its origins in the annual Founders' Day service to the latest in educational technology to support teaching and learning.
- The school estate also reflects the mixture of traditional and modern. At the core of the original buildings is a beautiful quadrangle, and a traditional library. Over the past twenty years as the school has expanded, there has been a steady programme of modernisation and new building. Recent additions have included sixth-form accommodation, sports pavilion, performing arts centre, and new junior teaching block with additional classrooms. The dining room has been extended, a new staff room, art rooms and new SEND Hub created. The school benefits from an adjoining sports centre, all-weather pitches, athletics track and a new fitness and conditioning suite. New boilers and solar panels have recently been installed.

Per Ardua Ad Alta: Strive for Excellence

Vision

Our aim is to develop well rounded, confident and responsible individuals who aspire to achieve their full potential. We 'strive for excellence' in academic learning and wider opportunities to develop as confident, creative and active learners and citizens. We will do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone is equal, and all achievements are celebrated. We will be a beacon in the wider community, providing inspiration and support for the benefit of all.

Values

- Ambition: strive for excellence, set no limits, fulfil my potential, seize opportunities
- Responsibility: take ownership of my learning and conduct, care for my community and environment
- Resilience: be confident, develop independence, take care of my physical and mental health
- Respect: value diversity and different views, uphold the code of conduct
- Teamwork: learn collaboratively, solve problems together, include and support others
- Kindness: demonstrate humility, positivity and kindness



Teaching School Hub

- Hitchin Boys' School is in partnership with the Alban Teaching School Hub, with a local hub based at Hitchin Girls' School which provides training and support for staff at all career stages.
- The Early Careers Framework is delivered by the Teaching School Hub using our own facilitators and with resources from Best Practice Network. The full suite of National Professional Qualifications are also offered and in addition, the Hub provides support for subject specific professional development and links to curriculum hubs in a wide range of subjects (e.g. Maths, English, Computing, Modern Foreign Languages).
- HBS works closely with the Department for Education's School Direct training programme for graduates, which offers a route to achieving Qualified Teacher Status (QTS). HBS is the lead school for North Herts School Direct, working in partnership with the University of Hertfordshire to ensure that students receive a fully-certificated QTS or QTS with PGCE qualification on completion of the course.
- The link with the Teaching School Hub also provides opportunities for developing leadership and management skills, from mentoring to school to school Education Expert support, or leading subject networks to being a trainer/facilitator.



School Information

Rated as Outstanding by Ofsted in both 2016 and 2021, Hitchin Boys' School has expanded from 5.5 forms of entry to 7 forms of entry and was complete from years 7 to 11 by the new academic year in September 2022.

Status	Single Academy Trust (both a school and a charitable trust)
Type of School	Secondary Boys
Year established	1632
Age range	11-19
School capacity	1350
Number on roll	1308
Number in sixth form	258
Children looked after (CLA)	4
Pupil Premium	9.5%
EAL	11%
FSM	7.0%
SEND	With EHCP; 1.5%, SEN Other 17.5%



What we are looking for?

The governing body is looking to appoint a Headteacher who can inspire the whole school community. You will be an excellent communicator able to tailor your message to the wide range of school stakeholders.

You will have the skills and vision to build on Hitchin Boys' recent successes, including being awarded Ofsted Outstanding in 2016 and retaining this in 2021, outstanding sporting success across a wide range of activities, as well as success in music, theatre, visual arts, debating, and scientific and technology challenges.

We are therefore looking for a dynamic, enthusiastic and creative person who can continue to lead us into the future. You will need to have an energetic, open and honest leadership style with a proven track record of whole school experience. You will also possess a high level of resilience together with the ability to maintain a positive outlook and work productively in a pressured environment. We are an inclusive school and you will be passionate about ensuring that each student fulfils their unique and excellent potential, including the most academically able.

We are looking for an individual who will be confident and positive, with strong leadership credentials and the ability to build relationships with a wide variety of internal and external partners. You will constantly be planning ahead, working closely with the governing boards and the SLT to develop a compelling vision for the school that acts as the focus of all activity and drives improvement.

The key to your success is in your ability to build successful teams and work collaboratively with others. You will be inclusive, actively listen and effectively communicate to a wide range of audiences. Your external focus will help you develop new and exciting opportunities for students and staff.



What we can offer you?

In return we can offer you:

- Students who are keen to learn having made Hitchin Boys' their first choice
- A school that offers a wide range of curriculum and personal development opportunities
- A dedicated, well qualified and experienced teaching staff
- Research led pedagogic practitioners keen to grow and share their CPD
- A professional and experienced support team well placed to underpin the infrastructure
- A school with great traditions, excellent reputation but with a modern outlook
- An external facing school keen to grow in partnership and collaboration with others
- A school on a sound financial footing
- Governing Boards with passion about the school providing a wide range of expertise
- A parent body engaged in their child's learning and progress
- A salary commensurate with your experience and negotiable for the right candidate
- A relocation package to the value of £6K to cover your moving expenses (if incurred)
- CPD tailored to your individual need



Key Responsibilities

Main purpose of the role

Overall responsibility for providing leadership for the school to secure its success and continuous improvement, ensuring high quality education for all its pupils and improved standards of teaching and learning in line with statutory requirements.

This job description reflects the Headteachers' standards 2020.

The appointment is subject to the current conditions of employment of Headteachers, contained in the Schools Teacher' Pay and Condition document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.

Duties and responsibilities

The Headteachers' standards 2020 describes a set of ethical and professional attributes, and a group of three interlinking domains. The key responsibilities identified below are built on these, but have been adapted to give a more comprehensive description of the role at Hitchin Boys' School.

Key Responsibilities

Ethics, values, behaviours and professional conduct

1. Hold and articulate clear values and moral purpose, upholding ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
2. Ensure a culture of high staff professionalism
3. Demonstrate optimistic personal behaviour, maintain positive relationships and attitudes towards pupils, staff, parents, members of the governing boards and members of the local community.
4. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
7. Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy

Governance and accountability

1. Establish and sustain professional working relationships with those responsible for governance; understand and welcome the role of effective governance, upholding obligation to give account and accept responsibility
2. Establish and sustain the school's vision, values, ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
3. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties, including with the SEND code of practice
4. Ensure that adults within the school model and teach the behaviour of a good citizen
5. Ensure that staff know and understand their professional responsibilities and are held to account
6. Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
7. Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate

Key Responsibilities

Teaching, curriculum and assessment

1. Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
2. Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
3. Ensure effective use is made of formative assessment
4. Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
5. Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
6. Ensure that all pupils are encouraged to develop literacy skills throughout the curriculum, building on the provision of evidence-informed approaches to reading
7. Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

Organisational management and school improvement

1. Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds and ensuring rigorous approaches to identifying, managing and mitigating risk
2. Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
3. Ensure staff are deployed and managed well with due attention paid to workload
4. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding
5. Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time; make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
6. Commit the school to work successfully in partnership with other schools and organisations, establishing and maintaining working relationships and with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
7. Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development; draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Person Specification

Important information for candidates who are thinking of applying for this Headteacher post. Please ensure that you provide evidence relating to the person specification. A candidate will only be considered for shortlisting and move forward if they meet all the areas within the qualifications and knowledge and professional development sections. It is important to provide examples using the STAR acronym (situation, task action, result (impact)) relating to the person specification criteria.

Criteria	Essential or Desirable	Determination from		
		Application	Interview	References
Qualifications and Knowledge				
Experience at senior leadership level in a secondary school	E	+		
Qualified teacher status	E	+		
Degree or Equivalent	E	+		
Professional Development				
Record or recent professional development relevant for this post	E	+	+	
Evidence of recent leadership and management professional development	E	+		
Has successfully undertaken appropriate Child Protection training/ Designated Senior Leader training	E	+		
Recent successful leadership as highly successful Head or Deputy Headteacher or equivalent	E	+	+	+

Criteria	Essential or Desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience				
Has successfully undertaken approved 'safer recruitment' training	D	+		
Have taken an active involvement in school self-evaluation and development planning	D	+	+	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	D	+	+	
Experience of leading change effectively and successfully	D	+	+	
Evidence of excellent communication and dialogue with the parent body	E	+	+	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	E	+	+	
Have had responsibility for whole school policy development and implementation	D	+	+	
Experience of working with all stakeholders, including Trustees and external agencies	E	+	+	
Absolute commitment to safeguarding	E	+	+	
Evidence of commitment to promoting health and safety and the welfare of children	E	+	+	
Absolute commitment to inclusion	E	+	+	+
Detailed knowledge and experience of working with children with SEND	E	+	+	+
An ability to understand the needs of children with challenging behaviours	E	+	+	+
Successful track record of developing the performance of staff through effective performance management	E	+	+	
Experience of working in an Ofsted outstanding school or experience as an Ofsted inspector	D	+	+	+
Experience of developing / working in a MAT	D	+	+	+



Criteria	Essential or Desirable	Determination from		
		Application	Interview	References
Leadership Skills				
Ability to articulate a clear vision	E		+	
Proven record of inspiring, enabling and motivating others to succeed	E	+	+	+
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	+	+	+
Excellent communication skills, including written and verbal communication skills (which will be assessed at all stages of the process)	E	+	+	+
Ability to build effective relationships with staff, parents, Trustees and other stakeholders	E	+	+	+
Provides others with a clear direction	E	+	+	+
Motivates and empowers others	E	+	+	+
Recruits staff of a high calibre	E	+	+	
Provides staff with development opportunities and coaching	E	+	+	+
Sets appropriate standards of behaviour	E	+	+	+
Leads by example	E	+	+	+

Criteria	Essential or Desirable	Determination from		
		Application	Interview	References
Personal Qualities				
A genuine passion for education, coupled with ability and enthusiasm, to see every child fulfil their potential, including the most academically able	E	+	+	+
Leads by examples with integrity and resilience	E	+	+	+
Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	E	+	+	+
Demonstrates resilience whilst also showing compassion in dealing with issues	E		+	+
A people person who actively enjoys communication with the different stake holders in the school community (including listening to and inspiring children, staff parents and the wider community	E	+	+	+
Flexible leadership style, beings 'hands on' when required, balanced with knowing when to delegate	E	+	+	+
Demonstrate a capacity for sustained hard work with energy and enthusiasm	E	+	+	+
Able to take a dynamic approach to the changing needs of the school population	E	+	+	+
Maintains a positive outlook at work	E	+	+	+
Works productively in a pressurised environment	E	+	+	+
Keeps emotions under control during difficult situations	E	+	+	+
Handles criticism well and learns from it	E	+	+	+
Balances the demands of a work life and a personal life	E	+	+	+
Ability to communicate frequently and clearly, formally, and informally, with a range of audiences	E	+	+	+



How to apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis, Neil Massie:
nmassie@academicis.co.uk or 01223 907979 / 07818 875514

Please email your application to:
Neil Massie: nmassie@academicis.co.uk

Closing date: Monday 3rd July 2023

Shortlisting date: Tuesday 4th July 2023

Interviews: Wednesday 12th and Thursday 13th July 2023

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