

ArtsEd



**Appointment of
Headteacher**

Welcome

Dear Candidate,

Thank you for interest in the role of Headteacher for our Day School and Sixth Form at ArtsEd.

As Principal, I am very proud of our school, our pupils and the highly skilled, committed staff who share their expertise, their knowledge, and their passion for performance with energy, verve, and joy in a uniquely warm and friendly atmosphere.

ArtsEd, has as part of its portfolio of schools, an exceptional independent school for 11 to 18-year-olds where pupils immerse themselves in high-calibre academic study whilst developing their talent and their passion for performance. Founded over a 100 years ago by two ground-breaking educationalists, Grace Cone and Olive Ripman, our ethos remains true to their vision: to provide a broad and balanced education stretching pupils to achieve both their academic and artistic potential.

Our combination of talented teachers meeting young talented minds creates a truly dynamic environment for teaching and learning. Dedicated staff build warm and constructive learning relationships with pupils, creating a strong ethos of nurture and individualism that enables each pupil to flourish as a person, as a learner and as a performer. Our successful balance of vocational and academic classes instils in our pupils a deep-seated confidence and a broad range of skills, giving them the scope at 16 or 18+ to pursue a path that's right for them. For 100 years, ArtsEd Alumni have significantly influenced the creative industries and beyond on a global scale. They include doctors, lawyers and high-flying executives, as well as leading choreographers, directors and producers. Emerging talent in the Arts includes current Day School pupil Zoe Brough, who was nominated for an Olivier Award for her performance in *The Nether*; and Thomas Dennis, who left the Sixth Form for the lead role in *The Curious Incident of the Dog in the Night-Time*, and who has just completed a run at the National Theatre starring as Albert Narracott in *War Horse*. The enthusiasm and expertise of our teachers fuel our pupils' passion for performance, cultivating a zest for learning right across the curriculum. Our outstanding pastoral care, as well as the support and encouragement that pupils give one another, make enjoyment, as much as excellence, part of everyone's day.

We have recently completed a major development project and our staff and students across all parts of ArtsEd are delighted with our new suite of studios, rehearsal spaces, and our social spaces providing a modern and distinctive environment in which to study and work. We hope to move forward with our plans for a new theatre in the near future.

The past twelve months have been a challenging period for everyone, but our staff have creatively reimagined their courses for the online environment as well as supporting the wellbeing of their students and colleagues throughout. Our students have demonstrated wonderful resilience and positivity and have made the most of the additional opportunities that are being presented alongside their curriculum.

At ArtsEd, we are immensely proud of our heritage but recognise that we must not become complacent. The role of Headteacher is critical to our success. We have a very clear strategy in place for 2020-2025 and are ambitious for our future; focussed on investing in our leadership capability to maintain our global reputation and reach.

We hope that the information provided below will give you a real insight into ArtsEd and what we hope to achieve with an incoming Headteacher. If you feel you can help us realise our goals and plans for the future; we would be delighted to hear from you.



Chris Hocking
Principal



“The future of this country’s
theatre tradition depends on
centres of excellence such
as ArtsEd.”



Andrew Lloyd Webber, President

About ArtsEd

ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two women were ground-breaking educational pioneers who believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art, preparing young people for professional careers in or related to the theatre.

In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company: London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s and ArtsEd continued to innovate, introducing both professional acting and musical theatre courses before many of their competitors.

In 1986, the old Chiswick Polytechnic building was purchased and the school moved to its present home: Cone Ripman House. In 2007, Lord Andrew Lloyd Webber became President, following in the footsteps of Dame Alicia Markova and heralding an auspicious new era for ArtsEd.

Click [here](#) to watch our 100 Years in 100 Seconds video with Day School & Sixth Form Alumnus Thomas Dennis





ArtsEd employs around 170 people in a variety of teaching and support roles, as well as many more on a freelance basis. We expect a great deal from our staff, and in return we provide a fulfilling, supportive, welcoming and engaging environment, where people feel comfortable to be creative, open and able to give their best.

ArtsEd Day School & Sixth Form enjoys a consistent position as the most academically successful performing arts school in the UK. Our pupils are inspired by a strong sense of family and shared purpose to achieve their full potential right across the curriculum. Outside of school hours, we offer a wide range of evening, weekend and holiday courses to inspire all ages and abilities.

We constantly strive to ensure that inclusivity and diversity sit at the heart of everything we do. We are a founding partner of the Diversity School Initiative, which addresses under-representation and the lack of diversity in performing arts education, and we recently attained an Industry Minds award for our approach to mental health awareness, support and action; we are more than just a school, more than just a college, and more than just a place to work.

[Click here to watch our centenary video](#)

[View our Sixth Form Prospectus here](#)

[View our Day School Prospectus here](#)



Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Accountability

The Headteacher is accountable to the Principal of ArtsEd in delivering their core purpose to provide leadership and management for the Day School and Sixth Form at ArtsEd, as well as direction, vision and leadership. The Headteacher will ensure high quality education by effectively managing teaching and learning to ensure that all pupils and students reach their potential. The Headteacher must establish a culture that promotes excellence, equality and high expectations of pupils, students and staff.

This appointment is subject to the current conditions of employment of Headteachers, contained in current educational and employment legislation, including that of the Department for Education.

In carrying out their duties, the Headteacher shall consult, where appropriate, with the Principal and the School Governors, the staff of the school, its pupils and students and the parents/carers of its pupils and students.

Principally, the Headteacher will work with the Senior Strategy Team (SST) and the Senior Leadership Team (SLT) to provide a clear, strategic vision for ArtsEd DSSF (Day School Sixth Form); they will inspire, challenge and empower all members of the school community to play their part in achieving that vision.

The Headteacher will ensure a culture which meets the whole school equality, inclusivity and diversity initiative, and will manage resources effectively and innovatively to secure best outcomes.

Through a continued focus on raising standards, the Headteacher will promote the highest achievement for both students and staff and will ensure a safe and stimulating environment where all can take risks and achieve excellent results.

The Headteacher should ensure that their actions:

- Are focussed on learning;
- Demonstrate high quality leadership;
- Reflect the highest possible professional standards;
- Consistently model the values, vision and ethos of the school;
- Promote an open, fair and equitable culture where all are able to express their views secure in the knowledge that their opinions are valued and respected.

Line management for:

Deputy Head, SLT, Heads of Department, Headteacher's PA

Key Responsibilities

In respect of whole school organisation, strategy and development, the Headteacher will:

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of ArtsEd;
- Work with SST and SLT to develop, implement and evaluate the school's policies, practices and procedures.

In respect of Additional and special educational need, the Headteacher will:

- ensure the school holds ambitious expectations for all pupils and students with additional and special educational needs and disabilities
- establish and sustain a culture and practices that enable pupils and students to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs & disabilities of pupils and students, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

In respect of teaching and learning, the Headteacher will:

- Lead and manage teaching and learning throughout the school and support the school's commitment to outstanding teaching standards;
- Develop and implement an innovative, and appropriate curriculum to meet statutory requirements and have regard to the needs, experience, interests and abilities of all students;
- Promote a collaborative learning culture that secures outstanding progress and levels of attainment for all students;
- Enable a consistent and continuous school-wide focus on pupils' and students' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching.
- Build a culture and ethos based on challenge and support where all pupils and students can achieve their own success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school.
- Within the school's ethos, implement strategies which secure high standards of behaviour and attendance.

- Initiate and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and students.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Teach as may be required.

In respect of Curriculum and Assessment, the Headteacher will:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

In respect of Health & Safety, Safeguarding and Managing Discipline, the Headteacher will:

- Promote the safety and well-being of pupils, students and staff;
- Model exemplary behaviour to ensure mutual respect, good order and discipline amongst pupils, students and staff;
- Take ultimate responsibility for safeguarding and promoting the health, safety and welfare of students, providing a secure and inclusive climate where all students feel safe, valued and secure.
- Secure an environment characterised by outstanding behaviour for learning where students take pride in their school, their achievements and have respect for others, both within the school and out, and respond positively to the high standards expected of them;

In respect of the management of staff and resources, the Headteacher will:

- Lead, manage and develop staff, ensuring a clear and focused appraisal process
- Manage the performance of all staff, working with Head of HR where formal processes are necessary
- Organising and deploying resources effectively to maximise progress
- Ensure robust management of the DSSF budget
- Regularly report the school's financial status to the Principal and Trustees
- Promote good working relationships across DSSF
- Ensure that relationships with organisations representing teachers and other members of the staff contribute towards students making the best possible progress;
- Leading and managing staff with due regard for their well-being and reasonable expectations, including the expectation of a healthy balance between work and other commitments.
- Work with HR to ensure all staff employee relations matters are managed efficiently and effectively with satisfactory outcomes

In respect of Academic Standards and Quality Assurance, the Headteacher will:

- Ensure that the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Lead and manage designated staff and activities specifically relating to academic standards and quality and will provide guidance and direction to senior staff across the School to ensure that the School's reputation is protected and that the School is compliant with quality assurance and regulatory frameworks.
- Lead staff in promoting standards of awards and the quality of the student experience across the school.
- Ensure that policies and procedures are effective and promote compliance with regulatory frameworks
- Ensure that processes and procedures are in place and followed by all departments to ensure collaborative teaching partnerships and consistent outcomes

In respect of professional development, the Headteacher will:

- Promote the participation of staff in relevant continuing professional development;
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff;
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

In respect of communication, the Headteacher will:

- Consult and communicate with the School Governors, staff, pupils, students parents and carers in all relevant matters
- Develop and sustain effective relationships with the Trustees to ensure effective governance
- Work collaboratively with colleagues, parents and relevant professionals;
- Collaborate and work closely with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

Other:

- Carry out any other such duties as the Principal or the Trustees may reasonably require.
- The job description may be amended from time to time
- All variations to the Job Description will be in writing and approved by the Headteacher and the Principal

Qualification & Experience

Qualifications:

- Graduate with Qualified Teacher Status
- NPQH
- Post graduate qualification
- Significant senior leadership experience in secondary school(s)
- Evidence of preparation for leadership through Continuous Professional Development
- Experience of having secured good and sustained student progress through their own teaching or leadership

Personal Experience of:

- Motivating, inspiring and leading staff
- Safeguarding and promoting the welfare and wellbeing of students
- Strategic development planning and self-evaluation
- Raising standards in learning and teaching and improving outcomes
- Recruiting and developing effective teams
- Effective change management
- Developing effective and sustainable relationships and securing respect and credibility when working with the school and wider community and other external partners and organisations

Essential Skills & Qualities

Leadership:

- Hold and articulate clear values and moral purpose, focused on providing an outstanding education for all pupils and students;
- Demonstrate excellent personal behaviour, positive relationships and attitudes towards their pupils, students and staff, and towards parents, governors and members of the school community;
- Lead by example - with integrity, creativity, resilience and clarity - drawing on their own scholarship, expertise and skills, and that of those around them;
- Sustain wide, current knowledge and understanding of education and school systems locally and nationally and pursue continuous professional development;
- 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;

Managing Pupils, Students & Staff

- Demand ambitious standards for all pupils and students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' and students' outcomes;
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other;
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
- Hold all staff to account for their professional conduct and practice.
- Secure excellent teaching through an analytic understanding of how pupils and students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' and students' wellbeing;
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis;

Managing Systems & Staff

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity;
- Provide a safe, calm and well-ordered environment for all pupils, students and staff, focused on safeguarding pupils and students and developing their exemplary behaviour in school and in the wider society;
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice;
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance;
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' and students'

Commitment to system wide improvement

- Create an outward-facing environment, working with other schools and organisations in respect of outreach
- Develop effective relationships with fellow professionals and colleagues in other schools to improve outcomes for all pupils and students;
- Challenge educational orthodoxies in the best interests of achieving excellence
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff;
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability;
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education

The Process

We expect the successful candidate to take up post in January 2022, however exception will be made for an earlier or later start date, depending on the candidate's circumstances.

Applications must be made by 9m on Monday 14th May 2021

Applications will be reviewed as they are received; ArtsEd reserves the right to close applications sooner than the advertised date

Please complete an application form in full, and submit a letter of application outlining your skills and experience for the position based on the key requirements of the role, demonstrating examples of how you meet the criteria as set out in the Job Description and the Person Specification.

Applications, which can be downloaded from www.artsed.co.uk/careers, must be submitted electronically to cjarman@artsed.co.uk; a CV on its own will not be accepted.

Equal Opportunities:

ArtsEd is committed to a comprehensive policy of equal opportunities. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction.

Safeguarding:

ArtsEd is committed to safeguarding and protecting the welfare of children and young people and expects all candidates to share this commitment.

The interview will be conducted over two days as follows 17 & 18 June 2021.

Stage One:

- Panel Interview with the Principal, Deputy Principal, Head of HR and a Trustee
- Meeting with SLT
- Lunch
- Informal conversation with pupils and students

Stage Two:

- Panel Interview with Principal, Head of HR and Trustees
- Presentation by the candidate

Should you have any questions, please contact **Cheryl Jarman**, Head of HR on 0208 9876697 or cjarman@artsed.co.uk

