



## HEADTEACHER

Candidate Information Pack  
March 2022

**Learning Today: Leading tomorrow**

# Welcome to Bentley Wood

Dear Candidate,

Thank you for your interest in becoming the next Headteacher of Bentley Wood High School for Girls. We are delighted to invite you to find out more about the school and the role.

This is an exciting opportunity to lead an oversubscribed, inclusive, high achieving girls' school for students aged 11 to 18 as our current Headteacher steps away from Headship after 16 successful years. Based on a 27-acre site in Stanmore, Harrow, Bentley Wood is a school where staff and students consistently deliver our vision of 'Learning today: Leading tomorrow'. We focus upon creating a safe, caring, stimulating environment where pupils learn happily and well – this philosophy, combined with our curriculum and high-quality teaching and learning, underpins our exceptional academic performance. We are proud of our success, and our culture keeps us focused upon exploring how we can achieve more for and with our staff and students in the future.

Bentley Wood is an outward looking school that works in close partnership with other high schools in Harrow and beyond. Bentley Wood hosts a collaborative staff and leadership development programme that has been developed through the experience of being a teaching school – this has over 400 participants from 23 schools. We are part of The Bentley Wood Trust, which is a multi-academy trust that also includes Aylward Primary School with whom we collaborate closely. We believe that the trust is in a good position for further growth.

We are looking for a Headteacher who has the vision, talent and passion to lead our school and trust successfully. You will be committed to excellence, inclusion, staff development, partnership working, and to creating the environment so that all members of our community achieve well. Your leadership style, combined with high standards and expectations in all areas of school activity, will inspire our staff and students.

Bentley Wood is a school where all staff and students, including the Headteacher, know that they are cared about and will be supported. We will take pride in your professional growth and will provide opportunities for your development within and beyond the school and trust.

We hope this information pack provides you an insight into our school and trust. We would strongly encourage candidates to come and visit the school prior to the selection process.

Yours faithfully,

Diana Gerald

Chair of Trustees

The Bentley Wood Trust

Andy Lewis

Chair of the Bentley Wood Local Governing Body

Trustee of The Bentley Wood Trust



# Our vision and aims

'Learning today: Leading tomorrow' underpins our vision for all members of our diverse, vibrant community.

We are passionate about enabling all of our students to become confident, creative and enquiring young women with the ability to excel at what they do. Students make significant contributions to the way the school is led and fully engage with the learning process, accepting responsibility for their individual academic progression. We inspire, support and facilitate our students to make positive contributions to the wider community and society; now and in their future lives.

Our values are to be a community who care:

- **Communication:** We expect you to communicate politely and positively and to listen to adults and peers;
- **Achievement:** We expect you to achieve your personal best;
- **Respect:** We expect you to behave with total respect for each other and every member of our community and environment; and
- **Empathy:** We expect you to listen, talk and appreciate how others are feeling.

To realise our vision, Bentley Wood High School is determined to be:

- an inspirational, inclusive school, with the highest expectations, where each person is enabled to achieve their personal best;
- a community and family centred school where we work in partnership to empower, support and prepare young women with the resilience to meet local, national and global challenges;
- a safe, happy school, appreciative of our natural environment, that recognises and aims to meet the diverse educational, social, physical and emotional needs of every individual; and
- a reflective and responsive school where strong and inspiring leadership is promoted with students and staff at every opportunity.

# About Bentley Wood High School for Girls

**Bentley Wood High School is a high achieving, oversubscribed and successful girls' comprehensive school for students aged 11 to 18, based in the London borough of Harrow.**

Bentley Wood is a high-performing school that focuses relentlessly upon helping all students succeed. In May 2012 Ofsted graded the school 'Outstanding' in all categories and we have sought to continue to improve since. Performance at GCSE is above national average in terms of attainment and significantly above national average for progress. Entry for the EBacc is 95% and above, and progress 8 data is consistently above +0.85. Progress and outcomes in the Sixth Form are well above national average and on an upward trajectory.

As a result of our success, we are heavily over-subscribed. In response, our published admission number for Year 7 has grown in a measured way from 180 girls, and reaches 240 girls from the September 2022 intake. As part of this expansion, and in partnership with the local authority, we receive additional resources to support students with special educational needs within our inclusive school.

We attract girls from over 65 primary schools, and work hard to ensure that girls transition and become settled quickly in Year 7. We work similarly hard to establish effective partnerships with parents, who are extremely supportive of the school.

As a single sex school we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best. Our values of Communication, Achievement, Respect and Empathy are central to our approach; they permeate every aspect of the school and underpin both what we do and how we do it. Our students are extremely proud of their school, recognise the high quality of education they receive, and the benefits they enjoy being part of a rich and diverse community. They have a strong voice in the school and their feedback is highly valued.

The school focuses upon appointing the best teaching and support staff, with outstanding subject knowledge, to ensure our students achieve their full potential. We have a culture of reflective practice, distributed leadership and responsibility, and recognising and celebrating success. Alongside highly effective CPD, this engages and develops our staff. We seek to ensure that our "learning today: leading tomorrow" motto applies to all members of the school community.

We are fortunate that our school is set in a beautiful 27-acre campus. In recent years the local authority and trust have made substantial investments to ensure that our accommodation matches our curriculum needs and our aspirations, and the trust intends to continue this investment in the future.

Bentley Wood is a well-led and managed school. We have extremely capable middle and senior leaders in all areas of school life. Our staffing is carefully matched to our curriculum and to the needs of our students. Our financial management has enabled us to establish school reserves of approximately £1.4m for future investment, with our school base budget being approximately £8.5m in 2021/22.

Our website contains additional information about the school, including our prospectus, exam results, Ofsted report, and curriculum information.

Further information about our pupil and staff composition is provided in the following table:

	*2018-19	*2019-20	*2020-21	Jan 2022
Students on roll (All)	1243	1276	1326	1385
Students on roll (not inc. dual sub students)	1205	1236	1292	1357
6 <sup>th</sup> Form NOR	187	196	232	274
Number of EAL	897	931	949	824
Number of SEND	118	115	117	142
Number of students with EHCP	14	14	13	24
Number of students eligible for FSM	196	196	272	288
Average class size	26	27	28	28
Number of CIN	9	11	10	7
Number of CP	2	6	4	8
Number of students with a Social Worker	22	26	20	35
Referrals to MASH	26	8	36	27
Number of teachers	95	95	93	93
Number of support staff	48	41	43	44
Number of ECTs	11	4	6	8
Number of ECT+1	0	0	0	6
Number of PGCEs	16	13	16	3
EMPH Trainee	0	0	1	1
Teacher Apprentice	0	0	0	1
Number of School Direct/Hillingdon SCITT	2	2	2	5

\*NB: Student information is taken from the Spring Census carried out in January of each year.

A summary of our 2021 public examinations data is provided below:



## Examination Results 2021

### GCSE Results

%	GCSEs	grades
40	All results	9-7
84	English and mathematics	9-4
62	English and mathematics	9-5

Student performance has continued to **excel** continuing the success from previous years. Our **GCSE** students have achieved a fantastic set of results.

	Percentage of 9-7 Grades	9-4 English and Mathematics	9-5 English and Mathematics
2021	40%	84%	62%
2020	37%	83%	62%
2019	35%	78%	54%
2018	30%	77%	58%

**Bentley Wood High School students have continued to achieve excellent results following the trend from previous years. This includes 40% of grades at 9-7. We are proud of the achievements of our students and congratulate them on their accomplishments particularly during a challenging year demonstrating their incredible resilience.**

### A2 Results

Year 13 students are celebrating once again an excellent set of A level results with **69.8% A\*-B grades**, continuing a trend of **outstanding A-level outcomes**.

We are delighted that many of our girls have been accepted into a wide range of prestigious universities including:

University of Cambridge, Kings College London and Queen Mary University. First-choice courses include Psychology, European Politics, Nursing and Law.

We are proud of their achievements and wish them and their families continuing success on their journeys. Our sincere thanks go out to all staff, parents / carers and governors for supporting the girls throughout their studies. Congratulations to all the girls on their achievements.

### A2 Results

	2021 A2 Results	2020 A2 Results	2019 A2 Results	2018 A2 Results
A*-B	69.8%	66.7%	56.4%	53.3%
A*-C	93.2%	93.7%	86.7%	87.9%

# About The Bentley Wood Trust

The Bentley Wood Trust (TBWT) is a multi-academy trust operating two schools in the London borough of Harrow:

- Bentley Wood High School, which became an academy in August 2011 as a single academy trust; and
- Aylward Primary School, which became an academy in 2014 at which point the trust became a multi-academy trust.

The culture of the trust is one of collaboration focused upon working and learning together to collectively improve the opportunities and outcomes for our students.

The Board of Trustees includes senior governors from each of the schools and is led by a Chair and Vice Chair who are not involved in either school's Local Governing Body. The Scheme of Delegation provides significant delegated authority to each Local Governing Body to lead their school, with the Board providing a co-ordination, oversight and approval role.

The Headteacher of Bentley Wood is the Accounting Officer for the trust, and the Finance Director at Bentley Wood is the Chief Finance Officer. Both postholders work very closely with the Headteacher and Business Manager at Aylward. Both Headteachers are performance and line-managed by Governors / Trustees.

The trust recognises that the DfE wishes to see multi-academy trusts grow. Trustees will wish to work with both Headteachers and Local Governing Bodies to consider how the trust should respond to the Government's policies in this regard as set out in the White Paper that was published on 28 March 2022.

# Job Description: Headteacher

Responsible to:	Board of Trustees of The Bentley Wood Trust and the Local Governing Body of Bentley Wood High School
Start date:	1 September 2022 or an agreed date after this
Salary:	L33 – L39 (Outer London)
Working conditions:	These will be as specified in the latest School Teachers Pay and Conditions Document (STPCD). The postholder will be expected to act in accordance with the DfE's latest headteacher standards. As a qualified teacher the postholder will comply with the National Standards for QTS as laid down by the DfE.

## Core purpose

The Headteacher will provide outstanding leadership and management of Bentley Wood High School, promoting and modelling its culture and ethos, to secure exceptional education for all students while maintaining the highest standards in all areas of the school's work.

## Culture and leadership

1. Maintain and further the culture within the trust, including reflective practice (by students and staff), distributed leadership and responsibility, and recognising and celebrating success;
2. Maintain an ethos of equality, high aspirations, and high expectations;
3. Work in partnership to set the vision and values for the trust and school and ensure that they are securely embedded;
4. Work in partnership to develop and implement the trust's strategy for the future, including potential growth;
5. Lead the development, communication, implementation and monitoring of the School Improvement Plan with agreed and prioritised objectives to sustain improvement;
6. Promote the school and trust to our community and partners; and
7. Lead by example, consistently reinforcing the vision, values and culture of the trust and school.

## Students, Teaching and Learning

8. Responsible for safeguarding and promoting the welfare of children and young people, including compliance with trust child protection policies and procedures;
9. Determine, organise and implement an engaging and stretching curriculum in line with the school's vision and that meets DfE requirements, including ensuring that a broad range of extra-curricular opportunities are available to students;
10. Ensure an effective learning environment based upon a sound and consistently applied policy for positive behaviour for learning;
11. Establish and sustain high-quality, expert teaching across all subjects and key stages, built on an evidence-informed understanding of effective teaching and how students learn;

- 12.Ensure that effective strategies are in place, closely monitored and reviewed, to ensure that all groups of students progress and achieve well;
- 13.Ensure formative and summative assessments are used to support outstanding pupil progress, staff development, and to develop the curriculum;
- 14.Implement strategies that secure high standards of attendance and behaviour;
- 15.Ensure students feel safe, happy, and supported, and that barriers to their learning and progress are identified and addressed; and
- 16.Ensure robust systems of pastoral care to promote positive mental health.

## **Leading and managing staff**

- 17.Recruit and retain staff of the highest quality and work to ensure that their deployment has maximum educational impact;
- 18.Ensure effective induction, continuing professional development and robust performance management processes are in place for all staff;
- 19.Lead succession planning for middle and senior leaders; and
- 20.Regularly review own practice and take responsibility for your own personal development.

## **Managing the organisation**

- 21.Effectively undertake the responsibilities as the Accounting Officer for the trust;
- 22.Work with colleagues across the school and trust to achieve 'added value' from being within the trust;
- 23.Ensure that effective teaching and learning is at the heart of all strategic planning and resource allocation;
- 24.Lead prudent short and medium-term financial planning for the school and trust;
- 25.Ensure effective and efficient day-to-day management, organisation and administration of the school;
- 26.Responsible for the school campus, its buildings, equipment and grounds, ensuring their statutory compliance, their fitness for purpose and efficient/effective usage, and developing proposals for their maintenance and enhancement; and
- 27.Ensure compliance with the requirements of all relevant auditing, employment and health and safety legislation and guidance.

## **Accountability and governance**

- 28.Accountable for all elements of student and school performance to the Local Governing Body and Board of Trustees, as well as trust responsibilities as Accounting Officer;
- 29.Provide information and objective advice to the Board of Trustees and Local Governing Body to enable them to meet their statutory, governance and leadership responsibilities, including regarding the implications and opportunities of national and local educational policy and context;
- 30.Ensure individual staff and team accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- 31.Present accurate information about the school and its performance in a form appropriate to a range of audiences, including students, parents, governors, the local community, Ofsted, and others; and
- 32.Ensure that students and parents are well-informed about individual progress and their role in the students' future success.



## Notes

- The Headteacher will be required to safeguard and promote the welfare of all children and follow trust and school policies and the staff code of conduct.
- The Headteacher may be asked by the Board of Trustees or Local Governing Body to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

## Additional information

### Conditions of service

The role is subject to and with the benefits of the National Conditions of Service for Teachers as specified in the School Teachers' Pay and Conditions Document (STPCD) and Condition of Service for Teachers in England and Wales (The Burgundy Book), except where you are informed in writing that a local condition applies. The contract of employment is between the Headteacher and The Bentley Wood Trust.

### Asylum and Nationality Act 1996

Under the Asylum and Nationality Act 1996 you will be required to prove your eligibility to work within the UK.

### Disclosure and Barring Service

An offer of employment for this post will be subject to a satisfactory enhanced disclosure clearance through the Disclosure and Barring Service in England and Wales.

### Equalities

The Bentley Wood Trust is an equal opportunity employer. It is committed to make any necessary reasonable adjustments to the selection process, job role and working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the recruitment panel's decisions will be based upon an assessment of that person's expected capabilities once reasonable adjustments have been made.

# Person Specification: Headteacher

The person appointed will:

1. be an outstanding, well qualified and appropriately experienced teacher;
2. have appropriate middle and senior leadership experience;
3. evidence outstanding leadership skills;
4. evidence their commitment to equality and inclusion (in their broadest senses);
5. believe in the vision, values and culture of the school and trust;
6. be a strategic thinker who keeps up-to-date regarding national educational research and policy and can distil implications and opportunities from that context;
7. evidence where they have led significant changes to improve the opportunities for or outcomes of students, including intent, implementation and impact;
8. evidence where they have led a team where student progress and outcomes remained outstanding or improved under their leadership;
9. be a team-player who is able to develop and sustain supportive working relationships with colleagues both within and outside the school and trust;
10. have the ability to inspire and lead the full range of stakeholders within and beyond the school and trust;
11. evidence commitment to reflective practice and how they have incorporated this into school improvement;
12. be confident in the interpretation, analysis, and presentation of data (educational, financial and operational);
13. evidence financial leadership and management experience, including understanding the responsibilities of the Accounting Officer role and the financial context of the school and trust;
14. be a flexible problem-solver with well-developed decision-making skills;
15. demonstrate commitment to their own professional development, including recognising any areas where they may need support within the first 12 – 18 months; and
16. have an excellent understanding of, and be wholly committed to, safeguarding.

# How to apply

We strongly encourage candidates to visit Bentley Wood to get a better sense of the school and our culture and values. You are also welcome to have a discussion with either our current Headteacher, Dr Janice Howkins, or a Trustee if there are areas you would like to discuss further before applying. Please contact Dr Janice Howkins, via [jhowkins@bentleywood.harrow.sch.uk](mailto:jhowkins@bentleywood.harrow.sch.uk), to arrange a tour / discussion or for any further information. Tours are offered on 19<sup>th</sup> April 12pm-3.30pm, 22<sup>nd</sup> April from 08.30am-1pm and 25<sup>th</sup> April 08.30am-1pm.

The timetable for appointment is as follows:

Deadline for submitting application	Midday on 22 <sup>nd</sup> April 2022
Notification to candidates invited for the first selection day	27 <sup>th</sup> April 2022
Selection days	4 <sup>th</sup> and 5 <sup>th</sup> May 2022

To submit an application please submit your completed application form together with a 2-page personal statement outlining your suitability for this role, what you would bring to Bentley Wood and how your skills and experience match the demands of the post to [leadershiprecruitment@bentleywood.harrow.sch.uk](mailto:leadershiprecruitment@bentleywood.harrow.sch.uk).