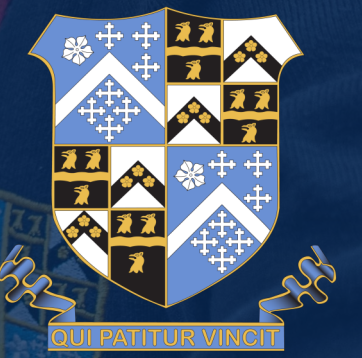




Appointment of Head, The Latymer School, Edmonton

Candidate Brochure
Reference: SBLOA
October 2023



01 WELCOME

I am delighted that you have expressed an interest in the role of Head at The Latymer School, one of the top co-educational state schools in the country. This is an excellent opportunity for an outstanding candidate to take this remarkable school on the next stage of its journey. I hope the information in this pack gives you an introduction to The Latymer School and this, together with that on our website, will encourage you to apply.

2024 is a landmark year in Latymer's story, as it is the 400th anniversary of Edward Latymer's Foundation creating the school in Edmonton and we have a series of events planned to mark the anniversary. Latymer has been on the current site for over a hundred years, having grown through that time to be a modern school with state of the art facilities, in a range of buildings that reflect our heritage, including our field centre in North Wales. As a voluntary aided school, Latymer is supported by The Latymer Foundation at Edmonton, the current guardians of Edward Latymer's vision.

We take pride in our excellent outcomes and the destinations and achievements of our students, but more than this we strive to provide a broad education producing exceptional young people with great social awareness, conscience and empathy. We are particularly proud of our music and drama, and the accomplishments of our alumni in the arts as well as in the sciences.

Our current, exceptional, Head is retiring at the end of this academic year and the Governors wish to appoint a dynamic and inspirational Head to take up the role in September 2024.

Our focus in this process is to prepare the school for the future, the future of education, society and our world, while continuing to maintain the outcomes for our students in a time of challenge. We are looking for a strong leader, communicator and educationalist who can engage the various members of the Latymer community, the staff, students, parents, carers and alumni, and lead Latymer into its next 400 years.

The candidate brochure contains more information about the role and The Latymer School, and I would be delighted to hear from you if you are interested in finding out more about this exciting opportunity.

Stephen Way
Chair of Governors



02 ABOUT US

The Latymer School is a high achieving, selective grammar school with a great tradition of success. We aim to provide a first-class education for all students. In the academic year 2022/23 our GCSE results were outstanding, with 40% of students achieving a grade 9, 69.4% achieving level 9/8, and 86% achieving level 9/8/7. At A Level 28.3% of grades were A*, 61.7% were A*/ A, and 83.0% were A*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge. As a school, we are clearly committed to developing pupils' intellectual abilities and celebrating academic achievement.

However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first-class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum. We provide a plethora of exciting and worthwhile extra-curricular activities in areas as diverse as music, drama, and sport.

Our mission is to develop lively, inquiring minds and aid young people to reach their full potential. Through strong leadership and exceptional teaching, the staff at the Latymer School aim to continue our tradition of academic excellence, while also looking to serve the ever-changing needs of a new generation of Latymerians. We aspire to send all young people into the increasingly interconnected world with the relevant knowledge and wide range of skills necessary to succeed.



At the Latymer School, it is our firm principle to put students at the heart of everything, thus they have the opportunity to influence policy and practice. The Senior Leadership Team places a high importance on the student voice and is committed to taking into account the views of the student body. Students are encouraged to value the principles of democracy, meritocracy and civic duty through participation in the School Council. In this way, our young people realise the importance of devoting time to the community while developing a capacity for mediation and leadership.

As a school, we understand that secondary education represents a major stage in the life of each young person. The Latymer School is therefore committed to working collaboratively with parents, carers and the local community to support our young people during their formative years. By providing an environment where differences are celebrated and respected, we aim to enable students to develop a strong sense of identity and individual purpose.

03 OUR VALUES

Our aim is to provide a first class, liberal education where students achieve their full potential and show consideration for others.

The Latymer School produces young people who are confident in their abilities, and considerate in their attitudes.

- **Confident** As a result of exceptional teaching designed to stretch and champion our students' knowledge, Latymerians are confident in their own capabilities and attack challenges with vigour and conviction.
- **Considerate** As considerate members of the community, Latymerians are aware of their responsibilities to wider society and continually seek to behave in a way that improves and enriches the experiences of others.
- **Equalities, Diversity and inclusion** Our key purpose is to make the school an **inclusive and safe environment for all young people regardless of their background and identity**, and to ensure **good support** is available if they experience harm.

04 CURRICULUM

We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating education and maintain the highest of standards within the formal curriculum. While an outstanding education is often regarded as a building block towards adulthood and future employment, we also believe that students should enjoy learning, and value the relationships they build throughout their years at Latymer.

Latymer is proud of its outstanding musical tradition, which still inspires a wide range of music making both within the curriculum and as an extensive extra-curricular activity. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for outdoor pursuits and field courses in Year 7 and we take Year 9 to Conwy in North Wales and all staff have the chance to accompany groups.

Our aim is to enable each pupil to develop his or her talents and interests to the full, while experiencing a broad and balanced curriculum throughout Years 7-11. Courses offered challenge pupils to develop insight and independence of thought through an active and problem-solving approach, which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12. Some pupils will continue with 4 subjects to A-level, but most will carry on with 3. The majority of Sixth Formers progress to study degree courses at universities, or other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top UK universities, including Oxford and Cambridge.



05 CURRICULUM

Ysgol Latymer Outdoor Pursuits Centre

In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well-equipped centre accommodating one standard form group (32) and accompanying staff. Each year every Year 7 pupil has the opportunity to spend a week in Wales, taking part in a variety of outdoor activities. Our Year 9 pupils undertake a similar experience in Conwy, Anglesey. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.

Library and Learning Resources Centre

The School Library is a vital resource for teaching throughout the School. Some 17,000 volumes (which are constantly reviewed, 'weeded', and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is also a wide selection of periodicals. We are proud of the number of students from all year groups who use the library before and after school, during the day, and at break and lunchtimes. Computer facilities include three computer rooms for general use, and another in the Technology area. All staff are provided with a laptop and the school has a wireless network throughout. A number of laptops are also available for student use. All classrooms are equipped with interactive whiteboards.



Pastoral Care

Every teacher takes responsibility for a form group and stays with their form throughout their time at the School. Form tutors build close relationships with the students in their form group, and they will also be supported by Heads and Assistant Heads of Year. We pride ourselves on the quality of care we give to our students and recognise that being part of a selective grammar school community can often be challenging. In light of this, we ensure that we support those children who find the academic standard demanding, as well as extremely gifted children. Sixth Formers are in smaller pastoral groups with experienced tutors.

The House System

The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11.

The Governing Body

Latymer's governing body is ultimately responsible for the performance of the School, setting its overall strategic direction and ensuring that the highest standards of education, safeguarding and financial probity are maintained. Our experienced and talented Governors bring to bear their considerable professional experience in business, finance, the law, information technology, and a range of other professions, to provide constructive support and challenge to the Headteacher and the Senior Leadership Team.



07 THE ROLE

We are seeking an inspirational leader with a strong personal commitment to education. This person will bring a professional openness, curiosity and interest in research and evidence that informs their approach to the delivery of our central mission and vision. With a track record of driving school improvement, they will build on the academic excellence for which The Latymer School is known, whilst ensuring a continued breadth of co-curricular opportunities that supports the development of our students as well-rounded, balanced individuals.

Key responsibilities and duties

- Provide vision, leadership and direction.
- Secure and sustain outstanding teaching and learning.
- Promote excellence, equality and high expectations for all students.
- Promote the social and cultural development of all students in a liberal, tolerant and respectful environment.
- Evaluate the school's performance and identify priorities for continuous improvement.
- Be accountable for deploying resources to achieve the school's aims.
- Ensure that the day to day management, organisation and administration is carried out effectively.
- Create a safe and productive learning environment which is engaging and fulfilling for all its students.
- Work effectively with the governing body and trustees of the Latymer Foundation.
- Value the diversity of the community served by the school.



08

Strategic Direction and Development

- Provide inspiring and purposeful leadership for the staff and pupils.
- To work in partnership with the governing body, staff, parents and carers generating the ethos and values which will underpin the school.
- To continue to create, implement monitor and review a Development Plan which will secure continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the governing body 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 and motivated to achieve them.
- To manage and review the admission selection processes that operate and report to the governors admission panel as required.

Teaching and Learning

- To continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- To determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- To ensure that pupils develop study skills in order to learn more effectively and with increasing independence.



09

Teaching and Learning continued

- To keep under constant review the ways of supporting the good mental health of all pupils.
- To monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- To continue to maintain an effective partnership with parents, carers and the wider community to support and improve pupils' achievement and personal development.
- To promote extra curricular activities in accordance with the educational aims of the school.

Leading and Managing Staff

- To 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.
- To implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting, as well as monitoring of staff well-being.
- To participate in the arrangements made in accordance with the regulations for performance management and threshold assessment.
- To participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.

Efficient and effective deployment of staff and resources

- To make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- To set appropriate priorities for expenditure, allocation of funds and effective administration and control within a balanced budget.
- To manage and organize the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- To work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- To 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

- To continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- To present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LEA, the local community and OFSTED.
- To 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.
- To work closely with the Chair of Governors and Governing Body.

10 PERSON SPECIFICATION

The successful candidate will demonstrate a range of qualities, skills and experience as outlined below:

- Sympathy with the School's ethos and approach to life
- Experience of successful leadership in a senior position and proven strategic delivery
- Experience in instigating, leading and implementing change
- A proven understanding of finances and the deployment and allocation of resources
- Good academic record and the qualities to lead the School academically
- Sound knowledge of effective educational policies, practices and trends
- Ability to sustain educational excellence and identify areas for improvement
- Ability to provide fresh educational ideas and to manage change sensitively and successfully, with a good sense of priorities
- Clear commitment to art, music and drama, sport and other curriculum enhancement
- Educated to degree level, with any higher degree, postgraduate or leadership qualification an advantage.



Personal qualities:

- An uplifting team player who can build a strong senior management and staff team and lead with warmth
- A visible leader, closely engaged with all elements of the School community—pupils, staff, parents and governors
- A strong-minded decision maker with the ability to make tough decisions, whilst maintaining an empathetic style of leadership
- Strong financial and commercial acumen, with the capacity and judgement to know when to listen and act on the advice of fellow professionals
- Ability to act as an ambassador and advocate for the School, with strong personal credibility and the capacity to build relationships and effectively to promote and market the School's ethos, values and facilities
- Qualities of openness, sensitivity and tact
- The resilience to thrive in a busy, demanding environment
- A commitment to equality and non-hierarchical treatment of all members of the School community.

11 APPOINTMENT TERMS

The ideal start date for the new Head is September 2024. However, this may be negotiable depending on the successful candidate's notice period.

The salary range for the role will be L37-L41, based upon experience.

Relocation expenses would be available.

Latymer School recognise the benefits of having a diverse School community, with individuals who value one another, and the different contributions everyone can make. The School is committed to being an equal opportunities education provider and is committed to equality of opportunity for all members of the School community.



12 HOW TO APPLY

Saxton Bamfylde Ltd is acting as an employment agency advisor to The Latymer School on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/ appointments using code SBLOA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

Please note that shortlisted candidates will also be required to complete the Latymer School application form.

The closing date for applications is noon on **Monday 13th November 2023.**

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Safeguarding

Latymer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are required to undergo child protection screening appropriate to the role, including checks with past employers and the Disclosure and Barring Service.

Latymer may carry out online searches on shortlisted applicants and applicants will be required to provide details of their online profile, including social media accounts, as part of their applications.

Online checks

In line with the latest KCSIE guidance, Saxton Bamfylde will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relation to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.



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