



DISS HIGH SCHOOL
Carpe Diem

HEADTEACHER

Application Pack



Contents

Advertisement	3
Welcome from the Chair of Governors.....	4
Values and Vision	4
Some information about the school	4
How to apply	5
Remuneration	5
Appointment Process.....	6
Diss High School - Curriculum	7
Diss High School - Safeguarding Statement	8
Job Description.....	9
Person Specification.....	12
Diss and its Environs	13



Advertisement



Diss High School

Walcot Road, Diss IP22 4DH
Email: office@disshigh.norfolk.sch.uk
Tel. 01379 642424

Headteacher

To commence September 2023

Salary Range L29-L35

11-18 School with Sixth Form

1000 on roll

As a result of the forthcoming retirement of the present Headteacher, the Governors of this successful Norfolk school are seeking a candidate with excellent management and leadership skills along with the vision to take the School forward towards the next level of achievement.

OFSTED March 2018 –
'Good in all categories'

An application pack is available for download from our website:

www.disshigh.norfolk.sch.uk

Closing date: 9am, Monday 26th September 2022

Interview dates: Thursday 13th and Friday 14th October 2022

Diss High School is committed to safeguarding the welfare of all its students and all staff must have an enhanced DBS check and satisfactory references.

Welcome from the Chair of Governors

Thank you for your interest in the post of Headteacher at Diss High School. The position arises from the impending retirement of the current Head who has served the school faithfully since 2008.

Values and Vision

Diss High School's motto is "Carpe Diem – Seize the Day". It is a welcoming and friendly school that always encourages its students to make the most of every opportunity that comes their way. It is a school that is based in tradition, but also about looking forward, with a focus on the individual skills and talents of each pupil to help get the most out of all its learners. It has a high-quality pastoral system to ensure that all students enjoy their time studying.

Some information about the school

Diss High School is an 11 – 18 standalone academy (though governors are investigating the potential of joining a MAT at some stage in the future). With a well-deserved reputation for being a consistently 'Good' school, academic standards are high, and students gain places at Oxford and Cambridge every year. Governors are equally proud of those students following apprenticeship routes into their chosen careers.

The School is situated on the north-eastern edge of the town on an attractive 32-acre site and is well provided with playing fields. Specialist facilities include a good Library and Resource Centre, Drama Studios, Music Suite, 3 Art Studios, 4 Workshops, 8 Laboratories, 3 Food Rooms, 5 Computer Rooms, a Media Suite and a Conference Centre. Sixth Form students use specialist facilities in the main school, but also have a tutorial and social base, with some teaching accommodation, in 'Uplands House' – an adapted large Edwardian House on the school campus.

Teaching and support staff number 110. The Senior Leadership Team consists of the Headteacher, one Deputy and four Assistant Heads. Academic organisation in the main school provides for pupils to be 'banded' into two parallel populations on entry. Setting is used from Year 7 in the majority of subjects, with provision for Special Needs made partly by withdrawal and partly through teaching sets.

Administratively, departments are mostly 'single subject': we do not have faculties. The principal Modern Foreign Languages taught are French and Spanish. The Sixth Form Centre offers a wide range of up to 24 A Level and other courses. There is a two-week timetable, and the school day is divided into five one-hour periods.

The pastoral system is year based with Heads of Year supported by an Assistant Head of Year and responsible for teams of tutors in each year group. These teams move with their year group through the School from Years 7-11. There is a separate tutor team for Sixth Form students. The efficiency and effectiveness of the pastoral system is generally regarded as a major strength of this school.

The school's most recent Ofsted report classed the school as 'Good' in all areas. As in all schools nationally, the impact of Covid is still a reality and a primary focus continues to be to mitigate against lost learning.

How to apply

The Governors are keen to appoint an enthusiastic person to teach, lead and manage this high performing school, who really wants to come to Diss and make a difference by making a good school an outstanding one.

In order that neither your time, nor that of the Governors', is wasted I would ask you to ensure your application and any supporting statement address the areas listed below, outlining not only your views but offering examples of experience you have found to be successful. You may also like to include thoughts as to where you might wish to take the school in the future. Please make sure that you do this within no more than three sides of A4. It may be helpful to use headings in your statement.

The Governors are looking for:

- An ability to build upon, and develop, the existing open and "hands on" management culture, which has contributed much to the current success of the school.
- An ability to strategically guide the school forward in the post pandemic era.
- An ability to think both freely and radically, in order to take both staff and school to the next level of achievement.
- An ability to use existing experience to develop the school's role as a key focus of the wider community.
- A strong commitment to high standards of behaviour management within the school.
- A commitment to improve the already high academic standards and pastoral care achieved by the school.

You will also need to note the 'Person Specification', which outlines the professional and personal qualities required.

Remuneration

The salary for the role is at scale point L29-L35 (£83,971-£94,914). The pension scheme is the Teachers' Pension Scheme.

Appointment Process

Please complete the application form which can be found on our website and send to:

chairofgov@disshigh.norfolk.sch.uk

Closing date for receipt of applications is 9am, Monday 26th September 2022.

Note: references will be sought upon receipt of an application and used as part of the selection process. The Headteacher will be appointed by a formal Selection Committee who will hold a candidate review meeting shortly after the closing date with shortlisted candidates being notified thereafter.

As part of our due diligence an online search will be carried out against all short-listed candidates. Candidates will be given the opportunity to discuss any findings as part of the interview process.

Interviews will take place on Thursday 13th and Friday 14th October 2022

Further details will be sent to shortlisted candidates in due course. An appointment will be made subject to satisfactory references and DBS check, in line with the usual terms and conditions of employment at Diss High School.

A tour of the school will be available to those shortlisted as part of the interview process.

If this post interests you, we look forward to receiving your application.

Stephen Drake
Chair of Governors



Diss High School - Curriculum

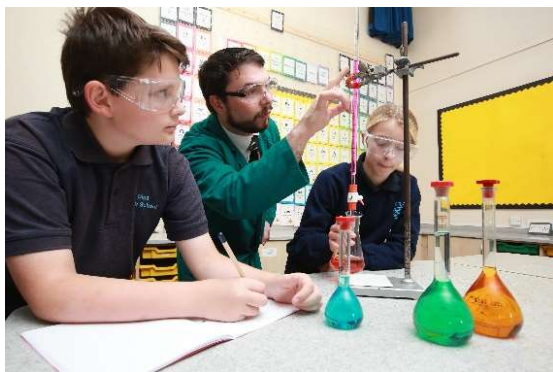
Governors and Staff of Diss High School are committed to providing a curriculum that allows the children of Diss, a small rural community, to find their place as 21st century global citizens and to be able to live and work successfully in any diverse community in the future. In its broadest sense, the curriculum is everything the school intends. It includes, therefore, all the myriad activities beyond classroom work, at lunchtimes and after school, at weekends and in the holidays.

Art, Music and Drama are safeguarded within the curriculum together with vocational subjects. Thus, there are many opportunities for international visits and new cultural experiences. We believe in providing a broad and balanced curriculum in Key Stage 3, with an increasing degree of choice as students mature. Our aim is to provide high quality teaching of established and recognised subjects which have both educational merit and credibility in the world beyond school.

Within the limits of the resources we are given, we make extra provision for students with Special Educational Needs, seeking in particular to improve literacy skills in Key Stage 3. RSHEE is provided across the curriculum and this includes Sex Education and Religious Studies. At Diss High we value our RSHEE program and not only give students opportunities to study this within the structured timetable but also through a series of Careers events & talks that take place throughout this Key Stage. We also run a series of sessions throughout the year on Religious Education including the opportunity to listen to outside speakers from different religious backgrounds.

At Key Stage 3, all students follow a common curriculum: English, Mathematics, Science, Spanish, Design Technology, History, Geography, PE, Art, Music, Drama and Computing. In Year 8, students also have the opportunity to pick up a second language of French and by Year 9, students have the opportunity to study Media Studies and Business to aid them in future choices for Key Stage 4. By Key Stage 4, there is a broad selection of subjects on offer including core, practical and vocational subjects, with the addition of options such as ASDAN, Child Development, Hospitality & Catering, Film Studies and Travel and Tourism.

After completing their GCSEs, it is important that students have a pathway of progression available to them. Here at Diss High we offer a variety of subjects to study at A-Level as well as other more vocational Level 3 courses. Over 25 subjects are offered including English Language and Literature, Mathematics, the Sciences, the Arts, Modern Languages, Humanities, Business and Health and Social Care.



Diss High School - Safeguarding Statement

The child's welfare is of paramount importance. At Diss High School we ensure that safeguarding and child protection is at the forefront and underpin all relevant aspects of process and policy development.

Diss High School establishes and maintains an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school are able to talk freely to any member of staff at our school if they are worried or concerned about something. Staff reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims are never given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment.

The purpose of Diss High School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's mental and physical health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have the best outcomes.

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions.

Throughout our broad and balanced curriculum, we will provide activities and opportunities for children to develop the knowledge, values and skills they need to identify risks, including knowing when and how to ask for help for themselves and others to stay safe.

The Diss High School Whole School Policy for Safeguarding incorporating Child Protection is available from the school website.



Job Description

National Standards for Headteachers

SCHOOL CULTURE

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

TEACHING

- 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
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

CURRICULUM AND ASSESSMENT

- 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 that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

BEHAVIOUR

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils 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 and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

PROFESSIONAL DEVELOPMENT

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- 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
- ensure that professional development opportunities 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

ORGANISATIONAL MANAGEMENT

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

CONTINUOUS SCHOOL IMPROVEMENT

- 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
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

WORKING IN PARTNERSHIP

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

GOVERNANCE AND ACCOUNTABILITY

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties



Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status (Essential) • Degree (Essential) • National professional qualification for headship (NPQH) (Desirable) • Master's Degree (Desirable)
Experience	<ul style="list-style-type: none"> • Significant and successful senior leadership and management experience in a school • Experience of working in an 11-18 school • Teaching experience of more than 5 years • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Experience and understanding of management of human and financial resources • Demonstrable track record of success in leading change and school improvement at secondary level
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Diss and its Environs

Diss is a quintessentially English market town lying on the boundary of Norfolk and Suffolk, with a population hovering around eight thousand, equidistant to the city of Norwich and the towns of Ipswich and Bury St. Edmunds. Serving a rural catchment area of approximately 40,000, as with many rural areas whilst parts of the population may be considered affluent, areas of deprivation exist.



Diss High School is based at the edge of the market town of Diss and its pupils come not only from the town of Diss, but from a number of surrounding villages including Roydon, South Lopham, Garboldisham, Winfarthing and Dickleburgh. The school sits at the heart of this rural community.

Nestled within the beautiful Waveney Valley (“an unspoilt haven of wildlife, idyllic villages and unique market towns”), the town is home to the Mere. The “jewel in the crown”, this body of water covers six acres of land and is eighteen feet deep, it provides a most attractive central feature to the town. The history of this lovely market town can be traced back to the Domesday Book, boasts an eclectic mix of medieval, Georgian and Edwardian buildings and a considerable effort has been made in recent years to rejuvenate and reclaim some of the older areas. St Mary’s church which dominates the Market Place was founded in 1290 and there are fine examples of Victorian stained glass within. The town offers independent retailers in addition to the nationally recognised chains, has a vibrant Friday market and the local Auction house holds a sale on the same day.



Diss also has good sporting facilities- it has football, cricket, rugby and bowls clubs and teams, a swimming pool, an athletics club and a squash club. The nationally recognised Magpies Hockey Club is a 15-minute drive away. These foster strong community links and encourage participation among our young people.

Diss Corn Hall hosts a variety of activities- films, plays, music of all types, lectures and art exhibitions. It is a hub for the cultural life of the town and is an interesting building in its own right. Diss is also well served by a mix of hospitality venues with good hotels and restaurants within the town and nearby villages.



Diss Station is on the main Greater Anglia line from London Liverpool Street to Norwich. Trains typically depart every 30 minutes through the day with travel times to London approximately 90 minutes and Norwich, 20 minutes. Road links are also good. The A11 is approximately a 25-minute drive from Diss, from where the dual carriageway ultimately links to the A14, M11, A1M and M6 allowing ready access to all areas of the country.

House prices in Diss are competitive with detached properties averaging £440,000 in the last 12 months. Further afield, are towns such as Wymondham, Long Stratton and Harleston which similarly offer attractive facilities / housing and are located within beautiful surrounding countryside. Norwich (24 miles from Diss) provides all the features you would expect of a city. Other nearby attractions include the Suffolk Heritage Coastline with towns such as Southwold and Aldeburgh, the Norfolk Broads National Park and Thetford Forest.





Diss High School

Walcot Road, Diss IP22 4DH

Email: office@disshigh.norfolk.sch.uk

Tel. 01379 642424