



**North East
Learning Trust**

Head of School
Teesdale School and Sixth Form
Applicant information pack

Head of School

Required for September 2022

Salary L27-L33

Applications are invited for the post of Head of School at Teesdale School & Sixth Form, to lead us in the next exciting phase of our development. Teesdale is an extremely popular, successful school that was rated outstanding by Ofsted in July 2019. The school is consistently ranked as one of the highest performing schools, regionally and nationally, and enjoys an excellent reputation.

Our 11 – 18 Academy is set in the beautiful English countryside in Barnard Castle with 600 wonderful students in the main school and a growing sixth form.

We are committed to creating a happy, purposeful and secure environment which provides the opportunity for all members of our community to develop and grow; to build confidence and self-belief. This is an exciting time to join our school as we build on our Outstanding Ofsted judgement, growing in every area of the school and constantly enhancing and enriching our curriculum offer.

Our Trust family of 11 schools continues to grow and develop and the most important aspect of our continued success, after the education for our pupils, is the development of our staff. As part of our succession planning strategy, and to develop the next generation of very senior leaders within the Trust, we will invest significantly in your professional development throughout your career.

Schools who join our Trust sign up to a simple, shared vision – that every child experiences excellence every day. As a family of schools, we encourage and support each other to achieve this vision by sharing resources and expertise, and by utilising the best of what we respectively offer to lift each other up.

The successful candidate will have a track record of delivering outstanding outcomes for all students as well as the skills and qualities required to be a highly effective member of the Senior Leadership Team of the Trust.

To find out more about this unique and exciting opportunity please contact Debra Livingston on 0191 5180222.

Deadline:

13th May 2022, 12 noon

Shortlisting will take place 16th May with interviews taking on the 19th/20th May.

How to apply:

Visits to the school can be arranged by prior arrangement.

Application forms and information pack are available from North East Learning Trust Website, www.nelt.co.uk or The Academy at Shotton Hall website, www.shottonhallacademy.co.uk or Debra Livingston, Head of Administrative Services, TEL 0191 5180222, Mobile 07739678353. These should be returned either by e mail to debra.livingston@nelt.co.uk or by post together with a supporting letter of no more than two sides of A4 to Debra Livingston, The Academy at Shotton Hall, Passfield Way, Peterlee, Co. Durham SR8 1AU by 13th May 2022.

Job description

Post title:

Head of School

Responsible to:

Trust CEO and Executive Head

Job purpose:

- To carry out the duties of the Head of School in accordance with the current conditions of employment for Headteachers contained in the Academy Teachers' Pay and conditions document, the 1998 Academy Standards Framework, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts.

Duties and responsibilities:

Promoting improvement and shaping the future

The Head of School will in collaboration with the Trust

- Promote a constant focus on raising achievement, improving teaching, promoting the highest standards of behaviour and safety, and developing the leadership skills of self and others;
- Work with the local academy council, staff and parents/carers to create a shared vision and strategic plan;
- Ensure that the vision for the academy is clearly articulated, shared, understood and acted upon effectively by all
- work with the academy community to translate the vision into agreed objectives and operational plans which will promote and sustain academy improvement;
- demonstrate the vision and values in everyday work and practice;
- inspire and motivate others;
- create a shared culture and positive climate;
- challenge any form of prejudice and inequality, and promote the richness of cultural and religious diversity;

- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- where appropriate contribute to the leadership of the Trust;
- promote innovation which improves outcomes for young people.

Leading teaching and learning

The Headteacher will in collaboration with the Trust:

- take the leading role in improving students' learning through a constant drive to raise the standards of teaching throughout the academy;
- use data and other benchmarks to monitor the quality of teaching through evaluating students' progress;
- ensure that learning is at the centre of strategic planning and resource management;
- establish creative, responsive and effective approaches to teaching and learning;
- ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning;
- demonstrate and articulate high expectations and set challenging targets for staff and students;
- implement strategies which secure high standards of behaviour and safety, and attendance;
- determine, organise and implement a diverse, flexible curriculum and an effective assessment framework;
- take a strategic role in the development of new and emerging technologies to enhance and extend students' learning experiences;
- monitor, evaluate and review classroom practice and promote improvement strategies;
- challenge underperformance at all levels and ensure rapid improvement;
- establish a culture which is aspirational, applauds success and celebrates high achievement.

Promoting continuing professional development and working with others

The Headteacher will in collaboration with the Trust:

- promote and provide opportunities for the continuing professional development of all staff;
- ensure effective communication systems and relationships within the academy, and between the academy and all external support agencies and the wider community;
- treat people fairly, equitably and with dignity and respect, creating and maintaining a positive academy culture in which people are happy to come to work and feel valued and respected;
- build a collaborative learning culture and actively engage with other academies to build effective learning communities with and beyond the Trust;
- develop and maintain effective strategies and procedures for staff induction, professional development and performance review;

- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals;
- ensure clear delegation of tasks and devolution of responsibilities;
- acknowledge the responsibilities of individuals and teams, and celebrate their achievements;
- develop and maintain a culture of high expectations for self and others and take appropriate swift action when performance requires improvement or is inadequate;
- regularly review own practice, set personal targets and take responsibility for own professional development;
- manage their own workload and that of others to allow an appropriate work/life balance.

Management of the academy

The Headteacher will in collaboration with the Trust:

- provide effective academy management and continuously seek to improve organisational policies and structures based on effective self-evaluation;
- ensure that all safeguarding policies and procedures are in place and are acted upon by all staff and governors;
- create an organisational structure which reflects the academy's values, and enables the management systems, structures and processes to work effectively in line with legal requirements and the academy's aims and objectives;
- ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- manage the academy's financial and human resources effectively and efficiently to achieve the academy's educational aims and objectives;
- recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the academy;
- implement successful performance management processes for all staff;
- manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety regulations;
- ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money;
- use and integrate a range of technologies effectively and efficiently to manage the academy.

Securing Accountability

The Headteacher will in collaboration with the Trust:

- effectively fulfil commitments arising from contractual accountability to the Trust;
- work with the local academy council (providing information, objective advice and support) to enable it to meet its responsibilities;
- develop an academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;

- ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation;
- develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including the Trust, local academy councils, parents/carers;
- reflect on personal contribution to academy achievements and take account of feedback from others;
- ensure a robust quality assurance mechanism is in place in collaboration with the Trust.

Strengthening Community

The Headteacher will in collaboration with the Trust:

- build an academy culture and curriculum which takes account of the richness and diversity of the academy's communities;
- create and promote positive strategies for challenging racial and other prejudice;
- ensure learning experiences for students are linked into and integrated with the wider community;
- collaborate with a range of external agencies to provide effective support for students and their families;
- create and maintain an effective partnership with parents to raise students' achievement and support their personal development;
- seek opportunities to invite parents and carers, community figures, businesses or other organisations into the academy to promote students' learning.

Safeguarding

The Headteacher will in collaboration with the Trust:

- take overall responsible for promoting the safety and welfare of all students;
- create an organisational culture which is vigilant to and monitors and prioritises the safeguarding of students above all considerations;
- co-operate and work with relevant agencies to protect children;
- ensure all statutory requirements are adhered to including Prevent.
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The content of this job description may be amended at any time following discussions between the CEO and the Headteacher, and will be reviewed on an annual basis. This job description is not prescriptive, nor necessarily a comprehensive definition of the post.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Qualified Teacher Status • First degree or equivalent in a relevant subject • 	<ul style="list-style-type: none"> • NPQH • Recent and relevant continual Professional Development
Experience	<ul style="list-style-type: none"> • Successful experience at Deputy Headteacher level within a secondary school • Experience of successful and co-operative working as a team member • Successful experience in leading and managing change and innovation to achieve high performance • Proven track record over time of raising achievement. • Significant contribution and evidence of the impact in professional development of other colleagues in schools • Evidence of tackling under performance in staff and students. • Experience of resource and financial management including monitoring and evaluation 	<ul style="list-style-type: none"> • A range of leadership, management and teaching experience in more than one context • Knowledge and understanding of post 16 education • Evidence of the impact and support in own and other people's development
Aptitude and skills	<ul style="list-style-type: none"> • Safeguarding children and young people • What constitutes an outstanding school? • Strategic planning and school evaluation • A high level of skill in the effective use of data to track and evaluate the performance of students and implement appropriate intervention • National policy framework and current educational legislation, initiatives and teaching standards • Equal opportunities and commitment to their pursuit • Curriculum management – planning, delivery and assessment 	<ul style="list-style-type: none"> •

Personal qualities	<ul style="list-style-type: none"> • Candidates must demonstrate: • A commitment to the welfare and safeguarding of young people • Strong personal motivation and drive to ensure school improvement • The ability to inspire and motivate staff, students and the wider community and engage their commitment to the Trust's vision • Ability to provide ambitious, enthusiastic, sensitive, resilient and appropriately focussed leadership whilst working with others • Evidence of being able to build and sustain effective working relationships with students, staff, governors and the wider community • Evidence of working collaboratively and networking with others, within and beyond the academy to build and sustain a learning community • Ability to analyse and interpret information to make informed decisions and exercise good judgement • Organise, plan and prioritise effectively • The ability to be reflective and self-critical • Open and approachable with a vision that inspires others but is also rooted in reality • An exceptional role model with high standards of integrity and approachability • Excellent interpersonal skills and the ability to manage own workload 	<ul style="list-style-type: none"> •
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Leadership qualities	<ul style="list-style-type: none"> • Ability to contribute to the strategic direction of the trust where appropriate • Ability to implement operation policies to deliver the strategic vision of the Trust • Leadership and management skills to improve and maintain level of attainment and success • Ability to lead, coordinate, delegate and empower • Ability to manage change and work under pressure of changing circumstances • 	<ul style="list-style-type: none"> •
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References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.