

# **Director of Shotton Hall Teaching School**

**Application pack**

# WELCOME LETTER

**Dear applicant,**

Thank you for your interest in the post of Director of the Shotton Hall Teaching School. Due to our existing Director's changing role, we are recruiting a new director. The existing Director will be available initially to assist with a handover.

This post is based at The Academy at Shotton Hall in Peterlee, a fully comprehensive Academy in Peterlee which provides a vibrant and stimulating environment for 11 – 16 year olds. In our most recent Ofsted inspection we were judged to be 'Outstanding'.

The Academy at Shotton Hall is a highly innovative, inspirational and ambitious organisation and the lead school for the Shotton Hall Teaching School, Research School, SCITT and the North East Learning Trust (NELT).

The Shotton Hall Teaching School was designated by the Department for Education in September 2012. The teaching school is a diverse alliance of primary, secondary, colleges, sixth forms and Higher Education Institutions and is well placed to respond to the challenges of school improvement in the current era. We have a proven track record of partnership working across the north east and midlands.

This is an exciting time for an innovative leader who is passionate about shaping the future of system wide school improvement. It is a unique opportunity for a driven, resilient and inspirational individual to help further develop and implement the vision of the Shotton Hall Teaching School across our schools in the alliance and the North East Learning Trust.

We will provide you with:

1. the opportunity to experience a comprehensive range of leadership and management situations
2. the opportunity 'to shadow' and work closely with other members of the senior leadership team
3. support, mentorship and coaching in the roles/duties you are asked to perform
4. constructive and regular feedback on your performance
5. a wide range of experiences to develop/enhance your management and leadership competencies

We hope you find the enclosed information useful but please do contact Debra Livingston, Head of Admin on 0191 518 0222, or via email at [debra.livingston@shottonhallacademy.co.uk](mailto:debra.livingston@shottonhallacademy.co.uk) if you require further information, or if you would like to visit the school.

We look forward to hearing from you.

Yours sincerely

**Lesley Powell CBE**

CEO of the North East Learning Trust

## **OUR VISION**

Our Trust is founded on deeply held principles that every child has the right to an excellent education.

Our vision is that each child experiences excellence every day.

All academies in our Trust are committed to:

- pursuing **excellence**
- encouraging all young people to aim high and make the most of their talents
- providing an education that enables every young person to **achieve their full potential** and **learn with confidence**
- providing a **safe environment** where young people are cared for
- creating a healthy, happy, disciplined and supportive environment which promotes an independent work ethic and a **love of learning**
- engendering respect for **individuality and difference**
- nurturing a sense of **social responsibility and spiritual** and **personal development**

- fostering **integrity, resilience, creativity, good manners** and **sensitivity** to the needs of others.

## JOB DESCRIPTION

<b>Job Title:</b>	Director of Shotton Hall Teaching School
<b>Scale:</b>	L14 – L19 (starting point dependent upon skills and experience)
<b>Purpose of role</b>	To lead and develop all aspects of our Teaching School operation including our SCITT.
<b>Responsible to:</b>	CEO
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Leading the three main strands of our teaching school (ITT, Workforce Development and School To School Support)</li> <li>• Teaching school administrators</li> <li>• Strategic leadership of Shotton Hall SCITT</li> </ul>



<p><b>Main duties and responsibilities:</b></p>	<p><b>Key duties</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the day-to-day management of the teaching school</li> <li>• To be responsible for developing the business plan and sound financial operation of the teaching school.</li> <li>• To be accountable for the delivery of initial teacher training, workforce development and school to school support.</li> <li>• Support the development of effective pedagogy</li> <li>• Carry out diagnostic activities to develop precise and measurable action plans to support school improvement</li> <li>• Broker and commission services and resources for a range of schools</li> <li>• Ensure quality assurance on all aspects of operation, including the impact of provision in line with the teaching school's key performance indicators</li> <li>• To contribute to the outstanding provision at Shotton Hall in a senior leadership capacity</li> <li>• To be an ambassador for the trust and the teaching school alliance</li> <li>• To attend local academy council meetings to assist the governors in the discharge of their statutory responsibilities as required</li> <li>• To provide strategic leadership to the SCITT</li> <li>• To contribute to the development of Shotton Hall Research School.</li> </ul> <p><b>Key responsibilities</b></p> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Prepare briefing papers, agendas and reports for North East Learning Trust board, NCTL and the DfE</li> <li>• Further strengthen the partnerships between schools in the alliance and other teaching schools</li> <li>• Work with the director of communications to develop and implement a marketing and communication strategy which clearly articulates the vision of the teaching school</li> </ul> <p><b>Strategic direction and development</b></p> <ul style="list-style-type: none"> <li>• Create an ethos and provide educational vision and direction which secures effective relationships</li> <li>• Analyse and plan for future needs and for the further development of the teaching school within the local, national and international context</li> <li>• Initiate and lead on research and development projects</li> <li>• Design, develop, lead and bring to market innovative professional development programmes for in-service teachers, leaders and support staff</li> <li>• Contribute to developments by sharing best practice and promote innovative initiatives and networks</li> <li>• Remain well informed regarding national developments for teaching schools and self-improving school systems</li> </ul> <p><b>Efficient and effective deployment of resources</b></p> <ul style="list-style-type: none"> <li>• Prepare bids and manage the bidding process for specific grants or work on behalf of the teaching school</li> <li>• Plan, allocate, support and evaluate work undertaken by and on behalf of the</li> </ul>
---	--

	<p>teaching school, including deployments by national leaders, local leaders and specialist leaders in education</p> <ul style="list-style-type: none"> <li>• Respond to changing needs, ensuring capacity to deliver high quality provision including school to school support</li> <li>• Participate in arrangements for performance management for staff</li> </ul> <p><b>Securing accountability</b></p> <ul style="list-style-type: none"> <li>• Provide information, objective advice and support to the North East Learning Trust board to enable them to meet their responsibilities in achieving the national key performance indicators</li> <li>• Prepare a coherent and accurate account of the teaching school's performance in a form appropriate to a range of audiences including the North East Learning Trust board, NCTL, DfE and Ofsted</li> </ul>
<b>Finance and resources</b>	<ul style="list-style-type: none"> <li>• Supervise and monitor the quality and quantity of the day to day work of a significant number of teaching and support staff within Shotton Hall Teaching School</li> <li>• Management of a delegate budget</li> <li>• Management of a significant number of staff (teaching and support)</li> <li>• Management of physical resources within a designated area</li> </ul>

# PERSON SPECIFICATION

MINIMUM REQUIREMENTS	ESSENTIAL	DESIRABLE	MEASURED BY
<b>GENERIC</b>			
An inspirational leader with a personal and professional commitment to system wide improvement	*	Evidence of partnership working across a number of school to establish effective provision	Application form Reference Interview
Ability to articulate the vision and translate consistently	*		Application form Interview
Exemplary attendance record	*		Reference
Knowledge of school systems	*	Knowledge of multi academy trusts (MAT)	Application form Interview
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>			
Professional qualification up to degree level or equivalent	*	Completion or working towards NPQSL or NPQH	Application form
Qualified Teacher Status	*		Application form
Recent and relevant long or short course experience	*		Application form Reference
<b>EXPERIENCE</b>			
Successful experiences a leader or manager in education	*	Recent involvement with the delivery of programmes in a range of schools	Application form Reference Interview
Proven experience of project management and associated organisation and prioritisation skills		*	Reference
The ability to implement change management effectively and efficiently	*	Experience of innovation in achieving high performance	Application form Interview
Line management experience	*		Application form Interview
Successful involvement in performance processes and data analysis to impact on development and change	*		Application form Interview
Previous experience of working within a National Teaching School	*		Application form Reference Interview
Experience of training and developing teachers, particularly trainee teachers	*		Application form

and NQTs			Interview Reference
Effective and efficient financial management	*	Experience of developing sustainable business plan Track record of successful grant applications and securing funding	Application form References Interview
<b>SKILLS AND ATTRIBUTES</b>			
Exemplary classroom practitioner	*		Reference
Excellent organizational and planning skills	*		Application form Interview
Excellent interpersonal and communication skills both oral and problem solving	*		Interview Reference
Excellent networking skills and integrity to form partnerships with a range of stakeholders		*	Application form Reference Interview
Extensive skills in coaching and mentoring, motivation, negotiating and influencing others	*	Evidence of leading professional development programmes	Application form Interview Reference
Effective presentation skills	*		Interview
Ability to work on own initiative, be creative, solve problems and be decisive	*		Interview Reference
The ability to work under pressure	*		Interview Reference
Ability to approach all confidential matters with discretion, sensitivity and diplomacy	*		Application form Interview
<b>KNOWLEDGE AND UNDERSTANDING</b>			
Excellent research and development skills		*	Application form Interview
Knowledge of current educational developments and trends, including the Ofsted framework and ITT Criteria	*		Application form Interview
Experience of recruitment and induction		*	Application form
Deep knowledge of local, regional and national developments in teaching school and self-improving systems	*		Application form Interview
<b>WORKING ARRANGEMENTS</b> (MEETINGS MAY OCCUR OUTSIDE NORMAL WORKING HOURS)			



Able to transport yourself to meetings and schools locally	*		Interview
Able to travel to meetings regionally and nationally	*		Interview
To fulfil Shotton Hall senior leadership team duties and responsibilities, including oversight during periods of pupil closure			
Successful candidates are required to meet the requirements of DBS			
<i>Other duties – the duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</i>			

## HOW TO APPLY

To apply please complete the North East Learning Trust application form. Your supporting statement should address and evidence the selection criteria detailed in the person specification and job description and should be no longer than two sides of A4

Closing date: 19<sup>th</sup> October 2018

Candidates will be shortlisted and notified by telephone on 22<sup>nd</sup> October 2018

Interviews will take place on Wednesday 31<sup>st</sup> October 2018

### **Applying**

Completed application forms can be returned in an electronic format to:

[debra.livingston@shottonhallacademy.co.uk](mailto:debra.livingston@shottonhallacademy.co.uk)

