



# NEWCASTLE UNDER LYME SCHOOL

The Best Start in Life



Information for candidates applying for the position of

# HEAD



## From the Chair of Governors

Thank you for your interest in the role of Head of Newcastle-under-Lyme School.

This School has provided a strong academic education and supportive environment for generations of families in North Staffordshire, South Cheshire and North Shropshire. We combine pride in our history with a modern and creative outlook reflected in our environment and our School community.

The Governors seek a Head to lead the School to continuing and greater achievement. The School has strengths that our parents value that are the foundations for the future: academic success through outstanding teaching, pastoral excellence, an enriching co-curricular offer, being an active participant in the wider community and generating a strong “family” ethos.

As a through School from age three to eighteen, we want to retain our best pupils and attract more. We aim to give each one the best start in life through individual, tailored support from an excellent teaching staff, and to ensure those pupils are successful in a happy, healthy, nurturing environment.

We have capacity for increasing numbers in areas of the School and want a strong financial performance and ambitious, creative vision to secure the future of the School for the following generations.

I hope that the information in this brochure conveys the personality of our School. If leading our community to an exciting future inspires you, and you have the skills and abilities required, we look forward to hearing from you.

David Wallbank  
Chair of Governors



## About Newcastle-under-Lyme School

Set within 30 acres of grounds, Newcastle-under-Lyme School has its roots in the 1600s and is pleasantly situated on high ground in a quiet conservation area close to the centre of Newcastle-under-Lyme. The present School was formed in 1981 through the amalgamation of Newcastle High School and the Orme Girls' School, two Schools which were endowed as a single foundation in 1872. The two Schools enjoyed a reputation for scholarship and for service to the community through North Staffordshire; a reputation which Newcastle-under-Lyme School is proud to continue. Currently, Newcastle-under-Lyme School attract pupils from a large area of North Staffordshire, South Cheshire and North Shropshire, and is a co-educational day School for nearly 900 pupils aged 3 – 18. The School consists of a Nursery, Junior School, Senior School and Sixth Form. The Sixth Form is particularly known for its high achievement at A-Level, and the School holds a prominent position as the leading co-educational School in our region and as a leading player in the North West.

In September 2014, a major new development was completed, which has created modern facilities to blend seamlessly with the original Victorian buildings, giving the overall site a wonderful campus feeling. There is a new and expanded Library, enhanced indoor social space and café, lecture theatre and new Science laboratories. We also provide all staff and pupils with excellent ICT facilities, and every student has a tablet device for use in lessons.



## About the local area

Newcastle-Under-Lyme is a growing town located just 3 miles from Stoke-on-Trent and 13 miles from the major rail hub of Crewe.

Our School is located in acres of extensive and well-kept grounds just outside of the town centre, with major towns and cities within reach, as well as stunning countryside only a short distance away.

Stoke-on-Trent is most famous for its pottery industry, and dotted through the city are Victorian era kilns which have produced some of the finest ceramics in the world, and the city is currently a finalist for European City of Culture 2021. With the Staffordshire Moorlands and Peak District within easy reach, there is a huge variety of activities available across the region.

Staffordshire blends some of the best of the English countryside with easy access to the most cosmopolitan areas in the country. London is only 1hr 25mins away by train and Manchester, Birmingham and Nottingham are within an hour, in addition to Manchester Airport being just 50 minutes away.

Many staff live near the School; and others travel from towns such as Leek, Nantwich, Stone, Market Drayton, Congleton and even Manchester.





## Our Values

'In partnership with home, we want our pupils to become individuals with strength of character, enabling them to lead fulfilled lives and play their part in society'

The key characteristics of the School are:

- Excellent academic achievement and co-curricular activity, within an aspirational culture which values participation and success
- Happy, confident pupils
- Having a very strong School-home partnership
- A purposeful, caring, calm and friendly ethos
- Professional, specialist and dedicated staff who give 'above and beyond'





## The role of our Head

Overseeing the whole School, our Head will be working closely with our Board of Governors to promote and deliver on our values and drive our aspirational culture. Supported by a dedicated Senior Management Team, our new Head will have a range of experienced and purposeful staff to support their endeavours.

It will be the responsibility of the Head to lead and manage all aspects of School life and there is a wide range of complex responsibilities to achieve this end. Ultimately, the Head will be ensuring that we continue to strive for and achieve academic excellence and will be pivotal in promoting a positive culture and an engaged, caring and friendly ethos.

Working within a vibrant, thriving independent School, the Head will be developing and maintaining positive relationships both within the School and across the local community, in addition to identifying new opportunities as they arise to continue moving the School forward.

The Head will develop the strategy for the School for approval by the Governors and has overall responsibility for teaching and learning, people, policies and procedures.



## **Teaching and learning**

Within her/his remit the Head will manage delivery of a relevant curriculum in a contemporary way, a curriculum shaped by us and benefiting from our independent status.

A key part of our success in the market place is academic performance. The School takes pride in a varied curriculum, small classes and outstanding teaching standards. We want to lead the region in the opportunities our students pursue for university applications and develop further appropriate routes to next stage learning.

We want to be a School which understands and supports our pupils as individuals. Through differentiation, we support each pupil to reach their potential, employing effective use of data and review processes. We will continue to enrich the educational experience with use of technology and skills for independent learning.

In support of our excellent academic offering we will continue to develop and extend the co-curricular provision for all levels of ability and across the age range, to encourage teamwork and leadership qualities within pupils.





## People

The Head will manage a School which attracts and retains high quality staff with skills and experience, and which values, supports and develops strong staff teams.

Responsibilities include:

- Agreeing with the Governors the appropriate staffing levels for the School, including employing staff of quality, skill and ability
- Ensuring that induction, training and appraisals are completed, whilst promoting a culture of personal development, high achievement and career progression
- Representing Newcastle-under-Lyme School as the School's chief ambassador in the world outside the School gates
- Promoting excellence in pastoral care, with an emphasis on care for each individual pupil to develop them as well rounded, confident and balanced citizens.







## Strategy

The School's Strategic Aims are:

- To provide a first class all-round education which makes us well known, highly regarded, over-subscribed, thriving, and investing with confidence in our future. A School seen as providing value for money whilst developing high quality and contemporary facilities for the future
- To be a School which evaluates its work in each area against targets, is aware of its emerging strengths and weaknesses, and puts in place plans to move forward; making use of external judgement to validate and endorse our conclusions
- Ensuring that the School complies with all of the relevant legislation and is ready for inspection
- Respecting the School's history, recent achievements and its community ethos of respect, friendliness and tolerance.

The Head will be responsible for discussing and agreeing with the Governors the strategy and objectives for the School, and will ensure that change is resourced and well managed.

To achieve the objectives, the Head will manage a Development Plan for the School, monitoring targets, deadlines and resources to realise the goals of the School.

The Head will work with the Governors and the Director of Finance and Operations on the financial objectives for the School including identifying opportunities for additional revenue streams and implementing capital investment projects in line with the wider strategic goal.

The Head will manage a market led approach for the School, ensuring that market needs are reflected in strategy and planning, facilitating an effective marketing strategy that is rooted in internal engagement of the School community.



## Policies and processes

We are a School which evaluates its work in each area against targets, is aware of its emerging strengths and weaknesses, and puts in place plans to move forward; making use of external judgement to:

- Validate and endorse our conclusions
- Ensure that the School complies with all of the relevant legislation and is ready for inspection
- Respect the School's history, recent achievements and its community ethos of respect, friendliness and tolerance.





## Person specification

The Governors are keen to recruit a new Head who is a strong leader, bringing promise, potential and a good match to the requirements of the job.

### A strong candidate for this post would be:

Consultative and collegiate	Energetic and committed
Decisive	Calm and resilient
Humane and compassionate	Able to keep issues in perspective
Socially engaging	Ambitious and determined

### A good leader with:

- The capability to understand the desirability of, and the processes involved in producing a workable Development Plan for the School
- The ability to motivate others and command respect amongst pupils, parents and the wider community
- High standards and personal integrity who can elicit the same high standards from those around

### A good School manager:

- Financial awareness and the awareness to consider potential new sources of revenue for the School
- Flexibility and imagination
- Marketing skills, and the capacity to innovate in dealing with existing markets and reach new markets
- An awareness of change management, including the processes, pitfalls and opportunities
- Determination to maintain the highest possible academic standards, including a clear understanding of curriculum mechanics and the practical routes to academic improvement
- Commitment to outstanding levels of pastoral care
- A high level of personal organisational skills
- Strong verbal and numerical reasoning, including being able to communicate in writing or orally in an engaging and easy way

### A sensitive and inspiring manager:

- You will both have and harness an understanding of the School's strengths and ethos
- Working co-operatively with Governors
- A sensitivity to working with any number of different School groups and teams to secure the best possible outcomes across the School
- A capability to listen to sources of wise counsel and good advice.





## Applying for this post

Reed Education are working in partnership with the Governors at Newcastle-under-Lyme School in this appointment, and all interested candidates are welcome to arrange a confidential discussion.

Please contact: Claire Seeley, Business Manager [claire.seeley@reedglobal.com](mailto:claire.seeley@reedglobal.com)

The deadline for applications is Friday 24th November at 12pm.

Candidates are asked to complete their application form electronically and send it along with a short covering letter, which should highlight why they are interested in applying. Please ensure documents are saved as PDF files. Please send completed application forms and covering letters to Claire Seeley: [claire.seeley@reedglobal.com](mailto:claire.seeley@reedglobal.com).

### The Process

- Candidates will receive confirmation by email recognising that we have received your application within two working days. Please contact if you have not received this email.
- Applicants selected for a long-list interview will be invited to attend the School on the week commencing 27th November for a tour and first stage interview.
- Shortlisted candidates will be invited for a final stage interview week commencing 4th December, and will be asked to take psychometric tests in advance.
- You will be required to bring to the first stage of your interview documents as required by employment law and by Safer Recruitment guidelines which will be noted by HR.

*The Governors at Newcastle-under-Lyme School are working alongside Reed Education in this appointment, and the vacancy is being handled by Claire Seeley.*

*Claire Seeley is Business Manager for Reed Education across Stoke-on-Trent, Staffordshire and Derbyshire, and has been a specialist recruiter within the Education sector since 2012.*

*Reed Education were founded in 1998, and are a leading provider of recruitment services to Schools across the UK, working closely with establishments to meet their need. Reed Education take pride offering a whole- School approach to recruitment, and are experienced in recruiting for senior level appointments, where we take pride in offering a bespoke, thorough service to suit both our clients and candidates.*