



APPLICATION PACK

Headteacher

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## Headteacher for Huntcliff School, Kirton in Lindsey, North Lincolnshire required for September 2021

**Salary Range: L25 – 31 (£76,141 - £87,313)**

**Are you an ambitious, successful senior leader who believes in the transformational power of education?**

Huntcliff School is a rural secondary school situated in a pleasant market town in North Lincolnshire. We have dedicated and highly experienced teaching staff and an ambitious and active trustee board who work together for the best interests of the school community.

We are very proud of our achievements, are keen to celebrate success at all levels and are looking to appoint a visionary leader to lead our school into the future. We are committed to providing the highest quality of education for all of our pupils to prepare them for life in the twenty-first century as active, healthy, caring and well skilled members of a global community.

Huntcliff is a community where we all aspire to be successful, to improve on our personal best and to strive for excellence in all that we do.

Due to the retirement of the current headteacher we are looking to appoint a dynamic and compassionate individual who can continue to drive the school forward on its journey of improvement whilst keeping the well-being of children and staff at the heart of all our decisions.

### We are looking for a person who:

* Is an experienced and successful leader, either at deputy or headteacher level, in a secondary setting.
* Has a proven record of sustaining improvement and is capable of continuing the progress made at Huntcliff School.
* Shares our inclusive values and is able to translate them into effective working practices.
* Is able to lead and motivate those around them with their commitment to excellence in teaching and learning.
* Has excellent interpersonal and communication skills.
* Is able to operate effectively at a strategic level, successfully modelling and disseminating our shared vision both in school and the wider community.
* Has the expertise in building further links within the local community and strengthening relationships with feeder primary schools.

For further details about Huntcliff School, please see our website at:

<http://www.huntcliff.n-lincs.sch.uk>

We are committed to safeguarding and promoting the welfare of children and young people and expect all of our staff to share that commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with children.

Please email completed applications to diane.fish@northlincs.gov.uk.

Applications will only be considered on the Huntcliff School application form. We do not accept CV’s or applications from agencies.

For further information about this post, or to arrange a tour (subject to COVID restrictions) please contact Mrs Maxine Tomlinson, Headteacher’s PA, at [mtomlinson@huntcliffschool.co.uk](mailto:mtomlinson@huntcliffschool.co.uk) or telephone 01652 641917.

Closing date: 12 noon, Friday, 22nd January 2021

Interviews: Wednesday 3rd and Thursday 4th February 2021



Dear Colleague

As the Board of Trustees, we are really excited to tell you about a great opportunity to become our new Head Teacher; due to the retirement of our current Head Teacher. As trustees at Huntcliff Academy, we are looking for a dynamic and visionary person who can lead by example and as a leader who can get the best from all members of the school community.

We need you to be able to continue to drive our school forward on its journey of improvement whilst keeping the well-being of children and staff at the heart of all our decisions. You will have a vision to further embed our relationships within the local community and feeder primary schools. The school community aims to work together towards improved learning, personal development and narrowing the gap between the lowest attainers and their peers.

Our mission is to provide high quality education in a school that is supportive, respectful and in an inclusive environment that builds a foundation for life-long learning. The pupils, staff, parents and trustees are very proud of our school, and are excited by the prospect of working with an innovative and collaborative leader as we begin a new chapter.

Kind regards

Rachel Whipps

Chair of Trustees

Headteacher at Huntcliff School Job Description

**Accountability**

The Headteacher is accountable to the Board of Trustees of Huntcliff School Academy Trust. He or she is responsible for carrying out their duties in accordance with and subject to

* the provisions of all applicable legislation and any orders and regulations having effect under the applicable

legislation, and in particular the Education Act 1996(17);

* the instrument and articles of government of the school;
* The provisions of the funding agreement between the school and the EFA;
* any rules, regulations or policies made either by the Board of Trustees on matters for which it is responsible, the

funding agency with respect to matters for which the Board of Trustees is not responsible

**The Fundamental Role**

To provide a compelling, strategic vision for Huntcliff School which has high quality, inclusive education at its heart;

* To inspire, challenge and empower all members of the school community to play their part in achieving that vision;
* To manage resources effectively and innovatively in order to secure best value and promote the highest achievement for both students and staff alike;
* To ensure a safe and stimulating environment;
* To promote the school in the wider community and to work with others to support system wide improvement;
* In carrying out their duties the Headteacher should ensure that their actions:
  + Are focused on learning;
  + Demonstrate high quality leadership;
  + Reflect the highest possible professional standards;
  + Consistently model the values, vision and ethos of the school;
  + Promote an open, fair and equitable culture where all are able to express their views secure in the knowledge that their opinions are valued and respected.

**Key Responsibilities**

**Whole school organisation, strategy and development**

* Providing overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school ;
* Developing, implementing and evaluating the school’s policies , practices and procedures.

**Teaching**

* Leading and managing teaching and learning throughout the school;
* Developing and implementing an innovative, and appropriate curriculum to meet statutory requirements and have regard to the needs, experience, interests and aptitudes of our students;
* Promote a collaborative learning culture to secure outstanding progress and levels of attainment for all students across all Key Stages ;
* Teaching in key stages 3 and 4 as may be required

**Health, safety and discipline**

* Promoting the safety and well-being of students and staff;
* Ensuring good order and discipline amongst students and staff;
* Securing an environment characterised by outstanding behaviour for learning where students take pride in their school, have respect for others - both within the school and out - and respond positively to the high standards expected of them;
* Taking ultimate responsibility for safeguarding and promoting the health, safety and welfare of students providing a secure and inclusive climate where all students feel safe, valued and secure.

**Management of staff and resources**

* Leading, managing and developing the staff, including appraising and managing performance;
* Developing clear arrangements for linking appraisal to pay progression and advising the Board of Trustees on pay recommendations for teachers;
* Organising and deploying resources astutely and effectively within the school to maximise their use and value, including effective budgeting and strong contract management;
* Regularly reporting the school's financial status to the Board of Trustees;
* Promoting harmonious working relationships within the school;
* Maintaining relationships with organisations representing teachers and other members of the staff;
* Leading and managing the staff with a proper regard for their

well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

**Professional development**

* Promoting the participation of staff in relevant continuing professional development;
* Participating in arrangements for the appraisal and review of their own performance and, where appropriate , that of other teacher s and support staff;
* Participating in arrangement s for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

**Communication**

* Consulting and communicating with the Board of Trustees, staff , students, parents and carers;
* Developing and sustain effective relationships with the

Board of Trustees, and the Chair of Trustees in particular, to ensure effective governance of the school;

* Working with colleagues and other relevant professionals;
* Collaborating and working with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

**Other**

* Carrying out any other such duties as the Trustees may reasonably require

***This Job Description may be amended at any time after discussions with the Board of Trustees***

Person Specification

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|  | **Essential** | **Desirable** |
| ***Qualifications and Training***  ***- Assessed via Application and References*** | | |
| * Graduate with relevant subject |  |  |
| * Qualified Teacher Status |  |  |
| * Evidence of recent and relevant continuing professional development, including leadership development |  |  |
| * NPQH Award |  |  |
| * Post graduate level qualification or recognised alternative |  |  |
| * Safer Recruitment training |  |  |

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|  | **Essential** | **Desirable** |
| ***Relevant Experience***  ***- Assessed via Application and References*** | | |
| * Recent experience as a successful senior leader in the secondary phase |  |  |
| * Proven outstanding teaching ability |  |  |
| * Proven experience of leading the raising of standards in teaching and learning |  |  |
| * Strategic leadership in building and maintaining effective relationships with trustees, parents/carers and the community |  |  |
| * Strategic planning and resource management |  |  |
| * Experience in leading school improvement planning and self-evaluation |  |  |
| * Experience of leading and managing successful change |  |  |
| * Experience of full secondary age range |  |  |
| * Experience of managing personnel issues, including staff appointments, capability and discipline |  |  |

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|  | **Essential** | **Desirable** |
| ***Knowledge & Understanding***  ***- Assessed via Application, Interview and References*** | | |
| * Impact of embracing and communicating the school’s values |  |  |
| * Understanding of how to articulate the school’s vision to all of the stakeholders |  |  |
| * Models of effective teaching and learning |  |  |
| * Models of behaviour, personal development and attendance management |  |  |
| * Up to date knowledge of the curriculum and its impact on learning and progress |  |  |



## Person Specification, Continued …

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| * Successful management strategies for monitoring the quality of teaching and learning, pupil outcomes and the quality of provision |  |  |
| * Knowledge of safeguarding requirements |  |  |
| * Current educational priorities, legislation and developments. Secure understanding of meeting the needs of SEND and proven experience of   overcoming barriers to learning |  |  |
| * Strategies to promote individual and team development |  |  |
| * School improvement strategies to include: raising attainment, data analysis, target setting and appraisal |  |  |
| * Knowledge of financial planning and budget management |  |  |
| * School self-evaluation and its relationship with the process of school development and improvement |  |  |
| * The work of other agencies and opportunities for collaboration |  |  |
| * Working with and understanding the role of trustees |  |  |
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|  | **Essential** | **Desirable** |
| ***Professional Skills***  ***- Assessed via Application, Interview and References*** | | |
| * Outstanding strategic leadership skills |  |  |
| * The ability to lead, monitor and evaluate the quality of teaching and learning |  |  |
| * Collaborative working and networking with others within and beyond the school |  |  |
| * Partnership working to secure the commitment and support of the wider community |  |  |
| * Working with other agencies to support inclusion |  |  |
| * Effective interpersonal and communication skills (including written, oral, ICT and presentation) appropriate with the audience |  |  |
| * The delivery (use and impact) of new technologies to support teaching and learning |  |  |
| * Organisation, self-management and time management skills |  |  |
| * Be able to motivate, enthuse and empower staff and pupils |  |  |
| * Work well in challenging situations and be able to prioritise work to meet deadlines |  |  |
| * Proven ability to think creatively to anticipate and identify problems/needs and construct solutions |  |  |

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|  | **Essential** | **Desirable** |
| ***Personal Qualities*** | | |
| * Commitment to developing the school at the heart of the community |  |  |
| * Commitment to support the schools inclusive ethos |  |  |
| * A healthy regard for a work-life balance |  |  |

How to Apply

**Closing Date: 12 noon, Friday 22nd January 2021**

**Shortlisting: Tuesday, 26th January 2021**

**Interviews: Wednesday 3rd and Thursday 4th February 2021**

## Visits to the School

Candidates who wish to visit the school prior to completing their application (subject to COVID restrictions), or would like to speak to the Chair of Trustees should contact the Headteacher’s PA, Mrs Maxine Tomlinson, [mtomlinson@huntcliffschool.co.uk](mailto:mtomlinson@huntcliffschool.co.uk) or call 01652 641917 to arrange a convenient time.

**Job Description**

Details the main responsibilities for this post and the personal and professional qualities required.

**Person Specification**

Set out the criteria to be used for the shortlisting process.

**Applications**

Please email completed applications to [diane.fish@northlincs.gov.uk](mailto:diane.fish@northlincs.gov.uk).

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.