



Huntcliff School
An Academy for Success

APPLICATION PACK

Headteacher



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**Headteacher for Huntcliff School, Kirton in Lindsey, North Lincolnshire
required for September 2017 with an option to start in January 2018**

Salary Range: L27 – 31 (£73,876 - £81, 478)

Huntcliff School is a small, successful secondary school which has single converter academy status. We are placed in the pleasant market town of Kirton in Lindsey in North Lincolnshire. We have a stable and highly experienced teaching staff and an ambitious and active governing body who work together for the best interests of the school community.

We are very proud of our achievements and we are keen to celebrate success at all levels. 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.

Following the announcement by the current headteacher of her decision to retire, the governors are now seeking to appoint a suitably experienced person who shares our values and ambitions to lead the school through the next phase of its development.

We are looking for a person who:

- Is an experienced and successful leader 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.

For further details about Huntcliff School and an application pack, please see our website at <http://www.huntcliff.n-lincs.sch.uk/vacancies>

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.

Applications will only be considered from individual applicants on the school application form. We do not accept CV's or applications from agencies.

To apply please download the application pack and submit your completed application form, together with your formal letter of application to Mrs Maxine Tomlinson, Headteacher's PA at mtomlinson@huntcliffschool.co.uk. For further information about this post, or to arrange tour please contact Mrs Tomlinson either via e-mail as above, or by phoning 01652 641 917

Closing date: 18th May 2017 at 10.00am
Interview: 23rd and 24th May 2017





Dear Applicant,

Many thanks for your interest in the post of Headteacher at Huntcliff School: a single academy trust. We decided to retain the title school when we converted. We have also considered joining a multi academy trust, but on balance, have decided to stay as we are at the moment.

We are a relatively small rural school, in North Lincolnshire, and we are only half a mile from the border with Lincolnshire. Approximately half of our pupils come from Lincolnshire to be educated at our school. Although we are relatively small, our ambitions are not. We have the highest expectations of ourselves and of our children and, as governors, we aim to ensure that all of the school community are given the opportunities to succeed and we challenge them to greater heights.

Our current Head had taken us through conversion, enabled us always to be a good school, and has engaged in a wide range of activities and projects that have maintained our profile as a highly inclusive school, with a very positive attitude towards any disadvantage that our pupils may have.

It is important to us that all members of the school community are treated with respect and are allowed to thrive as individuals and achieve the highest of personal outcomes. We place high standards of discipline, learning and the development of personal attributes within the context of care, warmth and good humour.

We have been recognised for our inclusive values with the IQM award and have achieved the national award; Careermark. For several years we have had no NEETS and this is something we have been very proud of.

The present Head's decision to retire has come as a shock to us and we are keen to ensure that nothing of what has been achieved under her guidance should be lost. We are looking for someone who shares our values and can maintain what is good, as well as bringing their own perspective on the future.

We have a strong Governing body. We still use the terminology although we have the required Trustees and Members. We work closely with, and are well supported by, the Local Authority, who have a philosophy of supporting all pupils in North Lincolnshire, whether in LA schools or Academies.

I recommend that you visit our website and arrange to visit us to learn more about the school and some of our existing plans for the next stage of our journey.

If you would like to arrange a visit or have any questions about the post, please contact Mrs Maxine Tomlinson, Headteacher's PA at mtomlinson@huntcliffschool.co.uk, telephone: 01652 641 917.

Yours sincerely

Dr P Frankish

Dr P Frankish
Chair of Governors



Headteacher at Huntcliff School

Job Description



Accountability

The Headteacher is accountable to the Trustees of Huntcliff School Academy Trust and the Governing Body of Huntcliff School. 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 Governing Body on matters for which it is responsible or the funding agency with respect to matters for which the Governing Body 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 Governing Body on pay recommendations for teachers;
- Organising and deploying resources astutely and effectively within the school to maximize their use and value, including effective budgeting and strong contract management;
- Regularly reporting the school's financial status to the Governing Body;
- 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 teachers and support staff;
- Participating in arrangements 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 Governing Body, staff, students, parents and carers;
- Developing and sustain effective relationships with the Governing Body, and the Chair of Governors 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 Governors may reasonably require

This Job Description may be amended at any time after discussions with the Governing Body

Headteacher at Huntcliff School Person Specification

	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	✓	

	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 governors, 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		✓

	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 ...

• 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 SEN/D 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 school governors	✓	

	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	✓	

	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	✓	



Headteacher at Huntcliff School How to Apply

Closing Date: Thursday 18th May 2017 at 10.00am

Shortlisting: Thursday 18th May 2017

Interviews: Tuesday 23rd and Wednesday 24th May 2017

Visits to the School

Candidates who wish to visit the school prior to completing their application, or would like to speak to the Chair of Governors should contact the Headteacher's PA, Mrs Maxine Tomlinson, mtomlinson@huntcliffschool.co.uk or call 01652 641 917 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 apply via the TES/Teach North Lincs or download an application pack from the school website: <http://www.huntcliff.n-lincs.sch.uk/vacancies>

Return your application form along with a formal letter (supporting statement), no longer than two sides of A4. Please refer to the selection criteria detailed in the Person Specification.

Completed applications should be returned to Mrs Maxine Tomlinson mtomlinson@huntcliffschool.co.uk by Thursday 18th May 2017 at 10.00am.

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

