



CRAMLINGTON LEARNING VILLAGE



Where everyone plays a part in the future of our students





Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.



WELCOME

Welcome to Cramlington Learning Village. We are a comprehensive single academy trust with 2000 students serving a community which sits between the beauty of Northumberland and the bright lights of Newcastle. Although the school is large in scale, it feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles: 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

Cramlington Learning Village became a single academy trust over 11 years ago, and as a governing body we are looking to build on the strength of this history.

The school is at an exciting time. We have recently taken over the management of Cramlington Sporting Club – a facility which is used by many sport and leisure clubs in the town, and which has great potential. We are part of the Department for Education's School Rebuilding Programme and the buildings are currently being assessed for refurbishing or rebuilding over the next few years.

The next few pages will tell you more about our ethos and school culture. We hope that, along with the job description and person specification, this will help you to make an informed decision about whether leading Cramlington Learning Village in the next stage of its journey is your next step, and if you can make a positive difference to our students.

We would be happy to host an informal visit to the school, and indeed would strongly encourage you to do so.

We look forward to meeting you.

Dr Carol Davenport
Chair of Trustees



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact Mrs. Chris Calder, Clerk to the Trustees via ccalder@cramlingtonlv.co.uk



Highburn, Cramlington, Northumberland, NE23 6BN

Tel: (01670) 712311

Registered in England and Wales Co No: 07730940

11-18 Secondary School of 1730 pupils including 280 in the Sixth Form

Post Title: HEADTEACHER
Salary: L37 - L43
Contract: Permanent

Cramlington Learning Village is a large and thriving 11-18 secondary school in Cramlington, Northumberland.

With over 2000 pupils, the Academy Trust is very much at the heart of the local community and we have an exciting opportunity for an ambitious and experienced Headteacher or deputy Headteacher who is ready to take the next step in their career.

At our last inspection we were rated Good by Ofsted who endorsed our core principles, which infuse our curriculum, culture, and classrooms, and have become a key part of our everyday language:

'This is a school built on respect, developing resilient learners, expert readers, knowledge explorers and responsible citizens'.

We want all our young people to aspire to university or a high-quality alternative when they leave us at 16 or 18 and have strong systems in place to support this. We are also committed to supporting our students' mental health.

The role of Headteacher is a fantastic opportunity for a strong, talented, and capable school leader to work in partnership with staff, students and families to build on our high-performance culture where achievement, excellence and inclusion are embedded into everything we do. The successful applicant will be supported by experienced and committed Trustees.

The Academy is part of the government's School Rebuilding Programme and the buildings are currently being assessed for refurbishing or rebuilding over the next few years. In addition, the Academy also runs Cramlington Sporting Club, a community resource for local sport and leisure clubs.

The Trustees are seeking to appoint a dynamic Headteacher to drive the Academy Trust forward and develop the strengths of the school and take us to the next level.

Applicants should be able to evidence that they:

- Have a distinctive personal vision for the development of the Academy Trust
- Have the enthusiasm, motivation and ability to lead, manage and inspire our students and staff
- Are committed to the highest standards of learning, teaching, planning and assessment

We offer:

- Highly competitive pay and pay progression opportunities.
- An array of employee benefits and lifestyle options.
- Entry to a career average pension scheme.
- Strong commitment to your professional development and career.
- A stimulating, supportive and rewarding working environment with a dedicated team of like-minded professionals.
- Excellent opportunities to develop your skills and experience and to progress your career.

We encourage all applicants to visit the Academy and you are welcome to contact us to arrange an informal discussion. To arrange a school visit please contact Chris Calder, Clerk to the Trustees, by email at ccalder@cramlingtonlv.co.uk or by telephone on **01670 597870** to arrange a suitable date and time. The Chair of Trustees will be the lead for school visits.

An application pack can be requested from Chris Calder (ccalder@cramlingtonlv.co.uk) or by phone on **01670 597870**. Applications must be returned to the above email address by the closing date.

The closing date for applications is: 13th March 2023 at 5pm.

Interviews will be held w/c 20th March 2023.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates. This post will also be subject to TRA and S128 clearances.

We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.

Job Description

JOB DETAILS

Job Title:	HEADTEACHER
Salary:	L37 - L43
Reporting To:	Academy Trust Board of Trustees (Governing Body)
Contract Type:	PERMANENT

JOB PURPOSE

To provide effective, dynamic and inspirational leadership in order that every child is able to fulfill their true potential.

To be responsible for all aspects of the internal organisation, professional leadership, management and control of the academy and for exercising supervision over teaching and support staff. The post holder, working with and through others, will secure the commitment of the wider community to the academy by developing and maintaining effective partnerships. In carrying out these duties, the Headteacher will engage and consult, where appropriate, with the Regional Schools Director, the ESFA, Local Authority, the Members, the Board of Trustees (Governing Body), Department for Education, the staff of the academy, the parents and carers of its pupils and other relevant professional organisations it has a relationship with.

To be the Accounting Officer for the Academy Trust.

MAIN DUTIES/RESPONSIBILITIES

In addition to the requirements set out in the current School Teachers Pay and Conditions Document, the Headteacher is responsible for setting and maintaining a high standard in the following areas:

Whole school organisation, strategy, finance and development

1. Provide dynamic strategic direction and inspirational leadership at all levels of the academy.
2. To meet the National Standards for Headteachers as published by DfE.
3. Lead the academy through rigorous self-evaluation, including quality assurance and performance management at all levels.
4. Safeguard and promote the welfare of the children and staff for whom you have responsibility.

5. To ensure compliance with the requirements of the Master Funding Agreement for the Academy Trust.
6. To be the Accounting Officer for the Academy Trust, personally responsible for the propriety and regularity of the public finances in your charge.
7. Oversee the planning of the Academy Trust budget and the deployment of resources across the Trust, including the use of the Pupil Premium to ensure value for money and evaluation of impact at all times.
8. Have a good understanding of current local and national issues including the Academy programme.
9. Take overall responsibility for health and safety matters for the academy by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.
10. Provide the Trustees with sufficient advice and information to enable it to fulfil their legal responsibilities.
11. Encourage the development of a culture that offers equality of opportunity to all pupils and staff.

Leading Learning and Teaching

12. Ensure a consistent and continuous Academy-wide focus on students' achievement, using data and benchmarks to monitor progress in every young person's learning.
13. Ensure that learning is at the centre of strategic planning and resource management.
14. Create a culture and ethos of challenge and support where all students can achieve success and engage in personalised learning, supported by a curriculum offer appropriate to their individual needs, aspirations and abilities.
15. Demonstrate and articulate high expectations and set challenging targets for the whole student body.
16. Implement strategies that secure high standards of behaviour and attendance.
17. Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
18. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students and the pedagogical skills of staff.
19. Deploy technological resources effectively and efficiently in order to realise the aims of the Academy.
20. Monitor, evaluate and review classroom practice and promote improvement strategies leading to raised standards.
21. Monitor and evaluate the quality of teaching and learning to raise attainment and improve achievement.

Strategic direction and shaping the future

22. Work with the Trustees, and other key stakeholders to ensure that the Academy's vision is clearly articulated, shared, understood and translated into real and effective action by all.
23. Be responsible for translating the vision into agreed objectives and produce operational plans which will promote and sustain improvement.
24. Demonstrate the vision and values in everyday work and practice. Ensure that the values are upheld and practiced by the staff and students of the Academy.
25. Treat people fairly, equitably, with dignity and respect to create and maintain a shared positive culture and ethos.
26. Ensure that strategic planning takes account of the diversity and values of the Academy and the community.
27. Enhance opportunities through partnerships between parents/carers, students, staff, the local community, HE and FE partners, the LA, other schools and academy trusts, voluntary organisations, other public bodies and employers.
28. Further develop opportunities for enhanced recruitment, retention and staff training presented by working in partnership with external stakeholders.
29. Work with the Trustees to ensure that an effective and clear growth strategy is implemented providing for the ongoing future stability of the Academy Trust.

Strengthening Community

30. Build a culture and curriculum that takes account of the richness and diversity of the communities that the Academy serves.
31. Ensure students' learning is linked to real life experiences and develops their understanding of the opportunities available to them in their future.
32. Ensure a wide range of community-based, off-site and outdoor learning experiences are available.
33. Collaborate with other agencies in providing for the spiritual, moral, social, emotional and cultural well-being of students and their families, where appropriate.
34. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
35. Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the Academy to enhance and enrich its value to the wider community.
36. Seek opportunities to model, demonstrate and share best practice with other schools and academy trusts.

Developing Self and Working with Others

37. Regularly review own practice, set personal targets, taking responsibility for own personal professional development.
38. Actively engage in professional development opportunities to enhance professional strengths and address perceived areas for development.
39. Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
40. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear lines of accountability exist in the delegation of tasks and responsibilities.
41. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
42. Build a collaborative learning culture within the school and actively engage with others to build effective learning communities.
43. Manage own workload and that of others to allow for an appropriate work/life balance.
44. Lead, motivate, support, challenge and develop the Leadership Team and through them all staff, providing effective induction, continued professional development and performance management in line with the Academy's strategic plans.

Management of staff and resources

45. Lead, motivate, support, challenge and develop all staff to secure improvement.
46. Implement strategies which secure high standards of behaviour and attendance.
47. Monitor, review and evaluate the standards of teaching and learning within the school through a supportive and developmental Performance Management process thus ensuring that high quality professional performance is established and maintained.
48. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
49. Actively participate in the process for Headteacher Performance Management.
50. Ensure that the management, finance, organisation and administration of the academy support its vision and aims.
51. Manage, monitor and review the range, quality, sufficiency and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Liaison and communication

52. Promote the ethos and vision of the academy to a wide range of audiences.
53. Act as an ambassador for the academy in further developing partnerships and links with stakeholders that promote a positive profile of the academy.
54. Build and maintain strong relationships with parents/carers, staff, members, Trustees and the whole community.
55. Be responsible for effective communication, both internal and external to the academy, including dealing with the media.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trustees may determine.

PERSON SPECIFICATION – HEADTEACHER

AF: Application form. C: Certificate. R: Reference. I: Interview. P: Presentation. D: DBS check

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Graduate Status	AF,C	D1	Recognised Management qualification	AF,C
	E2	Qualified Teacher Status	AF,C	D2	NPQH or equivalent	AF,C
	E3	Evidence of relevant further professional development in relation to school / academy leadership	AF			
Experience & Knowledge	E4	At least 3 years experience as a Deputy Headteacher or Headteacher in a secondary age range school.	AF,R	D3	Headship experience	AF,R,I
	E5	Knowledge of the key legal and financial issues relating to the leadership of a school/academy trust	AF,I	D4	Teaching experience in more than one secondary school	AF,R,I
	E6	Experience of leading and managing significant curriculum design and development in a secondary school	AF,R,I	D5	Teaching experience in more than one key stage at KS3, KS4, KS5	AF,R,I
				D6	Experience of effectively managing financial and physical resources, and the role of Accounting Officer	AF,R,I

	E7	Experience and evidence of managing, developing, inspiring and motivating staff	AF,R,I	D7	Experience of liaising with Regional Schools Director and/or similar stakeholders.	AF,R,I
	E8	Demonstrable success in raising standards across the secondary age range	AF,R,I			
	E9	Experience of monitoring and evaluating staff and pupil performance and supporting, challenging and intervening as appropriate	AF,R,I			
	E10	Experience of leading a school through successful Ofsted inspections as part of a senior leadership team.	AF,R,I			
Skills	E11	Ability to communicate clearly and unambiguously to a range of audiences, together with an ability to negotiate at all levels and resolve conflict	I,P,R			
	E12	Ability to set appropriate targets for the improvement of school performance and to establish, monitor and evaluate an action plan in relation to those targets	I,P,R			
	E13	Ability to build, support and work both with and in high-performing teams	I,P,R			

	E14	Ability to analyse information from a wide variety of sources and solve complex problems	I,P,R			
	E15	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	I,P,R			
	E16	ICT Skills	AF			
Personal Attributes	E17	High personal standards of integrity and probity	I,R			
	E18	Enthusiasm, vision, drive, adaptability and perspective	AF,P,R,I			
	E19	Confident, positive and approachable persona	I,P,R			
	E20	Ability to secure the loyalty and confidence of pupils, staff, parents, members, Trustees, and others	I,R			
	E21	Ability to create an exceptional positive ethos within the organisation which is recognised by staff, pupils, parents, Trustees, and the wider community	AF,P,R,I			
	E22	Commitment to own personal development	AF,I			

Special Requirements	E23	Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role	I,R			
	E24	Motivation to work with young people	AF,R,I,D			
	E25	Ability to form and maintain appropriate relationships and personal boundaries with young people	AF,R,I,D			
	E26	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I,D			
	E27	Clean full enhanced DBS check	D			





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