



Huntcliff School

Head of School application pack

March 2018

Dear Applicant,

Thank you for expressing an interest in applying for the post of Head of School at Huntcliff School which has become available as a result of promotion to Headship for the current post holder. Huntcliff School, along with Saltburn Primary School are foundation schools which occupy the same site and together form Saltburn Learning Campus. We are extremely proud of the campus and our desire to constantly evaluate our impact, and to seek to further enrich and support the lives of all those learners and colleagues we work with across East Cleveland.

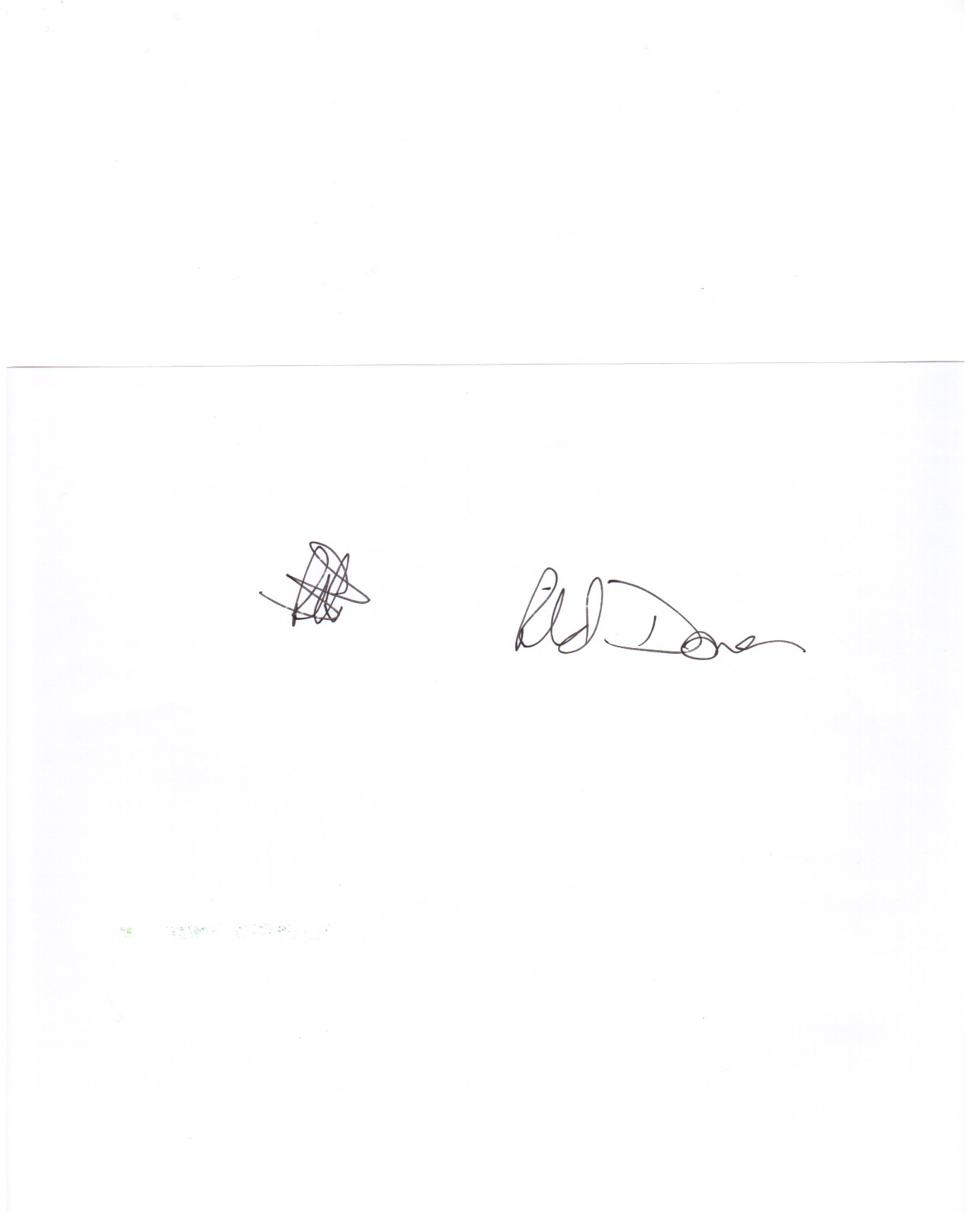
We believe passionately we are “all learners, always learning” and this culture permeates everything we do. I hope you enjoy reading about how our learner values underpin this ethos and what your role in this would be should you be successful in joining us. While the Sunday Times has recently noted Saltburn as one of the best places to live in the country we support a wide and mixed local community with a variety of needs. This means that work at the campus is always stimulating and driven by a real moral purpose to ensure that the opportunities of every single learner is maximised – and that this work happens as a partnership between the schools, the learners themselves and their broader support network.

There are many challenges in education these days, and as a campus our governance and leadership is rooted in evidence based collaborative practice which consistently focuses on its impact. We model our all learners, always learning philosophy. We have a strong team of ambitious, committed and passionate staff at every level and this is a fantastic opportunity for an inspirational and determined leader to work closely with the Executive Headteacher, Head of School for Saltburn Primary and the Governors to develop further the successes of Huntcliff School.

We hope you find much of interest in the following pack. Opportunities to visit are available and encouraged so that you can get a feel for the uniqueness of the campus. Please contact Kerry Emmerson on [kemmerson@slc.rac.sch.uk](mailto:kemmerson@slc.rac.sch.uk).

We look forward to meeting you.

Yours sincerely,

Peter Eyre Richard Dowson

Executive Headteacher Chair of Governors

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**Head of School (Huntcliff School)**

**11-16 Mixed Comprehensive Foundation School (NOR 530)**

**ISR Range 18-22 (£59,264 - £66,017)**

**Required for September 2018**

**About the post**

***Are you a passionate leader determined to continue to shape the development of others?***

Following the successful appointment of the current post holder to headship we require a dynamic, engaging and driven leader to take up the post of Head of School at Huntcliff Secondary School, Saltburn Learning Campus.

You will be

* An advocate of outstanding teaching and learning; ensuring every single learner, regardless of other barriers, can achieve great things
* A leader with a highly developed ability to shape, coach and support colleagues to be effective practitioners

Fundamentally we are looking for a leader who believes that education has the power to be a game changer in the lives of young people and is driven to deliver excellence, but also understands the importance of a healthy work life balance for themselves and all the staff they lead.

**About Huntcliff School**

Huntcliff School is a smaller than average 11-16 secondary school situated in Saltburn-by-the-Sea. It is part of Saltburn Learning Campus, a federation between Huntcliff School and Saltburn Primary School. There are approximately 530 students on roll with a 4 form entry in Year 7. In December 2015 we maintained our Ofsted Good rating and are rightly celebrated for being a truly inclusive school, with a higher proportion of SEND learners than average and marginally above average proportions of disadvantaged learners. We have high standards of behaviour and learners note that they feel valued and supported by staff. Although 2017 outcomes were very disappointing this was unusual for us and internal analysis suggests a return to improved progress for 2018/19 and beyond. Despite overall performance in 2017 29% of learners achieved the Ebacc qualification, the highest proportion of Ebacc in Redcar and Cleveland, above national average demonstrating that although we continue to develop our broad curriculum we have strength in academic provision. We are really committed to driving further improvements and would welcome the right person to play a vital role.

**Leadership organisation at Huntcliff School**

The Executive Headteacher is responsible for standards and performance across both Huntcliff School and Saltburn Primary School and is the direct line manager for the Heads of School. The Head of School is responsible for the Senior Leadership Team of three Assistant Headteachers and the overall success of Huntcliff School. The middle leadership team is comprised of Subject Leaders for subject areas, and Pastoral/ Progress Leaders for Year groups. We are passionate about developing middle leaders and provide regular opportunities for these members of staff to become involved at a senior level.

**About Saltburn Learning Campus**

The Campus is a stunning single building created in 2008 which is home to Huntcliff School and Saltburn Primary School. These foundation schools form a federation governed by a single governing body and lead by Mr Peter Eyre, our Executive Headteacher. Both schools are part of the East Cleveland Cooperative Learning Trust made up of 18 East Cleveland Schools.

Both schools work extremely closely together to maximise transitional opportunities and have many shared services including the finance and administrative support team, catering provision, site and cleaning teams. In addition, the site forms a community hub and regular lettings allow local adults and children to benefit from the wonderful facilities we have on offer.

The campus governing body are committed and reflective and work closely with the staff and leadership team to ensure a high standard of provision is consistently provided across the campus.

**Our vision, culture and values**

Our vision as a campus is to foster an inclusive philosophy where we are “all learners, always learning” and in which learners are proud of their school and their achievements. Culturally we aspire to instil a sense of continuous life-long learning for all those who are involved with the campus and this includes the staff. Personal development is at the heart of progress and this message, delivered through our learner values is promoted widely and has allowed our culture to continue to grow.

The opportunities which colleagues have experienced at all levels of aspirant leadership development has supported several internal promotions, and although we have a stable staff body – those who have left us have done so for further career steps. We are proud of the support we give to the learners and colleagues in preparing them for their future. This is further evidenced in our impressively low NEET figures.

**Living and working in and around the Saltburn area**

Saltburn is a wonderful part of the north-east, recently noted by the Sunday Times as being one of the best places to live. Saltburn itself has a burgeoning artistic community and artisanal food culture mixed with access to beautiful coast and country perfect for surfing, walking, mountain biking or dipping into the wealth of cultural events around.

Within easy reach of Middlesbrough and the rest of Cleveland, and only an hour from Newcastle and York, it really is a fantastic place to work. There is a great diversity to the local area meaning working here will allow you to really experience a genuinely comprehensive school system. More details can be found in the included Redcar and Cleveland Education Improving Partnership brochure or at <http://www.saltburnlearningcampus.co.uk/wp-content/uploads/2014/08/EIP-Recruitment-Pack-Spreads.pdf>

**Closing date**: Monday 23rd April 2018 - 12noon

**Interviews are planned for**: Week commencing Monday 30th April 2018

Saltburn Learning Campus is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.  As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant checks deemed appropriate.

Head of School (Huntcliff School)

Job description, responsibilites and accountabilities

**Job Title:** Head of School (Huntcliff School)

**Location:** Saltburn Learning Campus

**Responsible to:** Executive Headteacher

**Responsible for:** Assistant Headteachers and other postholders to be determined

**Effective date of JD:** March 2018

**Salary range:** L18-22

**Core Purpose**

To provide strategic leadership for Huntcliff School in order to ensure we realise a truly inclusive, supportive and developmental school in which all learners and colleagues thrive and all those involved in the school exhibit the principle that we are “all learners, always learning”.

**Context**

The Head of School leads the senior leadership team and is responsible for the strategic leadership of standards, teaching and learning and through line management all other areas of the school’s performance and safeguarding.

The job description takes account of the National Standards of Excellence for Head Teachers, 2015 and should be read in conjunction with the School Teachers Pay and Conditions Document 2017.

**Personal drive, characteristics and direction:**

1. Demonstrate a clear vision and moral purpose, focused on providing exceptional education for all the learners they represent.
2. Model positive relationships, optimism, determination, resilience and act with integrity towards all learners, parents, carers, governors and colleagues both within and beyond the school.
3. Be pro-active in scanning the local, national and global educational landscape to ensure they are politically, financially and educationally aware and can prepare themselves and others effectively.
4. Communicate articulately the school’s vision and context and drive strategic change empowering learners and colleagues to excel.

**Meeting our objectives through improving teaching, learning and assessment:**

1. Demand ambitious standards for all, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff you lead for the impact of their work on learners’ outcomes.
2. Consistently review and support improvements to teaching practice, understanding how students learn and curriculum design with reference to evidence based research.
3. Accurately identify key priorities for strategic improvement to which staff are clearly held to account.
4. Foster a progressive culture of staff development where colleagues are trusted to improve their practice through creativity, assessment and reflection.

**Systems and processes:**

1. Ensure that sound school systems and processes are developed with transparency and integrity and are efficient and consistently applied.
2. Ensure learners and colleagues are safeguarded and that we provide a safe, calm and purposeful environment in which we promote an aspirational mindset and are tolerant and understanding of others.
3. Address staff performance consistently and apply clear processes to support improvements whether under-performance or moving to higher levels.
4. Welcome collaboration and accountability from the Executive Headteacher and governors to account for learner and staff performance.
5. Distribute leadership throughout the school, forging teams of colleagues with distinct roles and responsibilities within which staff are equally supported and held to account.

**Wider engagement:**

1. Develop our capacity to work with other schools and organisations to improve the quality of education at system level and champion best practice.
2. Work effectively with other agencies to support the needs of our learners and colleagues.
3. Shape the development of the educational profession through engagement with high quality training, professional development for all and well evidenced research to improve life chances for learners.
4. Inspire and influence others – within and beyond the school to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

**Key Responsibilities and Accountabilities of a Head of School**

The following are the expectations of the Head of School for Huntcliff School. It is not an exhaustive list but should provide clarity on the key responsibilities and accountabilities you will hold.

In addition, it is expected you uphold and promote the ethos that we are” all learners, always learning” and embody our learner values, foster this in all you do, and demonstrate a strong moral purpose of putting the young person’s interests at the heart of every decision you make.

**1. Staff**

1.1 To model to staff a fundamental passion for a learner’s ability for continuous learning when provided with inclusive, inspiring and creative teaching

1.1 To be involved in organising the recruitment and appointment of new staff at Huntcliff School in line with the schools needs and financial position

1.2 To provide and oversee an induction programme for new members of staff in association with the campus induction programme

1.3 Ensure that staff adhere to campus policies and are held to account for their professional conduct and practice

1.4 In association with the Executive Headteacher to establish and maintain an appraisal system where excellence is recognised, support for improvement is clear and under-performance is consistently challenged

1.5 Conduct regular line management meetings with leaders and non-teaching staff that you line manage

1.7 In association with the Executive Headteacher and Head of School of Saltburn Primary, strategically lead on the development of all staff at Huntcliff School, and the campus to further develop outstanding teaching and learning for all

1.8 To create a trust based culture where staff are motivated, listened to and coached to continue to add value to Huntcliff School, the learners and the community

1.9 To ensure all staff safeguard learners and each other effectively and provide a caring, considered education to the most vulnerable and disadvantaged learners

**2. Learners**

2.1 To model to learners a fundamental passion for their ability for continuous learning when provided with inclusive, inspiring and creative teaching and demonstrate this within your own classroom

2.2 To strategically lead on learners being able to demonstrate the highest standards of progress, behaviour, attitude to learning and attendance with support from those you line manage

2.3 To strategically lead on learners having an appropriate curriculum which supports transition at each phase in which they succeed on pathways to future meaningful education, training and employment

2.4 To strategically lead on developing an increasing voice and influence for learners in Huntcliff School

2.5 Through line management support the involvement and liaison with all available family, carers and wider agencies to ensure barriers are removed for learners

2.6 To maintain high visibility and support clear decision making in line with agreed safeguarding and behaviour policies

**3. Leadership, Organisation and Management**

3.1 To be responsible for the day to day operational organisation of Huntcliff School

3.2 To deputise for the Executive Headteacher as required, and in rare circumstances the Head of School for Saltburn Primary

3.3 In association with the Executive Headteacher to carry out rigorous, transparent and accurate self-evaluation of Huntcliff School to enable clear strategic direction setting and preparation for external scrutiny

3.4 In association with the Executive Headteacher create and implement a clear strategic development plan with focused key priorities against which impact can be measured

3.5 To strategically lead on assessment information gathering, moderation and scrutiny to ensure progress for all is made

3.6 To report to the Executive Headteacher and governors on standards, quality assurance and all other areas of Huntcliff School with support from those you line manage

3.7 In association with the Executive Headteacher to ensure sound financial management of Huntcliff School

3.8 To hold, and keep records of, regular line management meetings for those for whom you are responsible

3.9 To work in collaboration with governors and other colleagues across Secondary and Primary schools both in Redcar and Cleveland and beyond to ensure Huntcliff School is abreast of the changing educational landscape and involved in supportive and exciting opportunities

**Person specification**

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment tools: application form (**App**); interview/assessment activities (**I/A**); reference/certificates or and other employment checks (**R/C**).

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| **Qualifications and experience** | **App** | **I/A** | **R/C** |
| **Essential criteria** | | | |
| 1. Relevant experience in a senior role in the appropriate phase | ✓ | ✓ | ✓ |
| 2. Teaching qualification | ✓ |  | ✓ |
| 3. First degree or Certificate of Education | ✓ |  | ✓ |
| 4. Evidence of relevant recent professional development that prepares the applicant for this post (e.g. NPQH) | ✓ |  |  |
| **Desirable criteria** | | | |
| a. Relevant training for senior leadership | ✓ |  | ✓ |
| b. An understanding of working collaboratively with other schools, partners and wider community | ✓ | ✓ | ✓ |
| c. An understanding of working within a close-knit community |  | ✓ |  |

Strategic direction and shaping the future

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| **Strategic direction and shaping the future** | **App** | **I/A** | **R/C** |
| 1. Experience of successful delivery against agreed strategic plans | ✓ | ✓ | ✓ |
| 2. Ability to articulate a clear vision for future development | ✓ | ✓ | ✓ |

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| **Leadership** | **App** | **I/A** | **R/C** |
| 1. Track record of providing inspiration and leadership to staff | ✓ | ✓ | ✓ |
| 2. Track record of leading by example to promote vision and values for pupils, staff, governors and parents | ✓ | ✓ |  |
| 3. Track record of promoting a collaborative style of leadership | ✓ | ✓ | ✓ |
| 4. Evidence of impact in developmental leadership when holding others to account and managing change | ✓ | ✓ | ✓ |

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| **Leading Teaching and Learning** | **App** | **I/A** | **R/C** |
| 1. Consistently good/outstanding practitioner able to evidence impact on learners outcomes | ✓ | ✓ | ✓ |
| 2. Sound understanding of teaching methods and how individuals learn | ✓ |  | ✓ |
| 3. Track record of assessing, monitoring and evaluating the quality of teaching standards and the delivery of the curriculum | ✓ | ✓ |  |
| 4. Evidence of using data, benchmarks and feedback to monitor progress in individual’s learning | ✓ | ✓ |  |
| 5. Evidence of sound knowledge of current major curriculum and legislative issues and their significant for management and leadership | ✓ | ✓ |  |

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| **Staff management and development** | **App** | **I/A** | **R/C** |
| 1. Strong inter-personal skills in managing and coaching individuals at all levels | ✓ | ✓ | ✓ |
| 2. Experience of managing and developing staff | ✓ | ✓ |  |
| 3. Supportive of continuing professional development and providing opportunities for growth and development of all staff | ✓ | ✓ |  |
| 4. Experience of carrying out staff performance reviews/appraisal | ✓ | ✓ |  |

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| **Accountability & Managing the Organisation (systems and resources)** | **App** | **I/A** | **R/C** |
| 1. Experience of management of financial and human resources to achieve educational goals | ✓ | ✓ | ✓ |
| 2. Ability to use monitoring and evaluation to improve the academic, spiritual, moral, social, emotional and cultural development of all pupils and to make accurate judgments against agreed criteria | ✓ | ✓ |  |
| 3. Experience of using ICT and new technologies effectively for curriculum development, tracking and monitoring learner progress | ✓ | ✓ | ✓ |
| 4. Ability to put in place effective communication mechanisms to ensure that governors are provided with the information they need to meet their responsibilities | ✓ | ✓ | ✓ |

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| **Community** | **App** | **I/A** | **R/C** |
| 1. Ability to create strong partnerships with parents / carers and the wider community | ✓ | ✓ | ✓ |
| 2. Track record of effective links with communities in order to support learning | ✓ | ✓ | ✓ |
| 3. Actively draws on the richness and diversity within the school communities to enhance learning opportunities | ✓ | ✓ |  |

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| **Safeguarding** | **App** | **I/A** | **R/C** |
| 1. Evidence of a commitment to promoting the welfare and safeguarding of children | ✓ | ✓ |  |
| 2. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school | ✓ | ✓ |  |

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| **Personal attributes** | **App** | **I/A** | **R/C** |
| 1. An unshakeable belief in the right of children and young people to high quality education and to raising standards of achievement, while recognising the value and worth of each individual and providing an experience which meets their needs | ✓ | ✓ | ✓ |
| 2. The ability to work as part of a team to formulate a compelling vision, supported by a clear strategic plan underpinned by targets and goals | ✓ | ✓ | ✓ |
| 3. Energy and passion in pursuit of the vision, treating challenges as opportunities and creating new targets from setbacks | ✓ | ✓ | ✓ |
| 4. Decisiveness, including challenging children and young people, staff, institutions and others to produce positive outcomes | ✓ | ✓ | ✓ |
| 5. Ability to work calmly, patiently and sensitively under pressure and to manage and resolve conflict |  | ✓ | ✓ |
| 6. Leads by example while adopting a flexible management style that involves appropriate stakeholders in decision making | ✓ | ✓ | ✓ |
| 7. Possesses integrity and can inspire commitment, enthusiasm and confidence of staff, children and young people, parents/carers, governors and the community | ✓ | ✓ | ✓ |
| 8. A lifelong learner who understands the value of creative and innovative thinking and of taking appropriate measured risks as a means to improvement | ✓ | ✓ | ✓ |
| 9. Demonstrates the ability to respond to challenges and pressure in a calm, focused and robust manner |  | ✓ | ✓ |