

# Headteacher Recruitment Pack

Viewley Hill Academy

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Hemlington

Middlesbrough

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[www.viewleyhillacademy.org.uk](http://www.viewleyhillacademy.org.uk)

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## Letter from Chair of governors

Dear Applicant,

Thank you for your interest in the post of Head Teacher at our academy and for your time reading this candidate information pack. I do hope you find it informative.

The position of Head Teacher has arisen due to Mrs Malbon's successful application to take on a Headship position in a large primary school in Billingham. Whilst we are sad to be losing Mrs Malbon, we fully recognise that this is the right decision at the right time in her career and we wish her continuing success in her new position.

The Governing body now seeks to appoint an approachable leader who is dynamic, aspirational and ambitious. The successful candidate will have the energy, enthusiasm and vision to develop our school, with commitment to continue the excellent progress our school has achieved over recent years.

This role is a challenging and exciting professional opportunity in a school which is highly respected in an area of Middlesbrough where there are many social needs. Our academy is well supported by many of our parents and our Governors are totally committed to seeing our children achieve their best potential whilst ensuring our teaching staff has the tools to achieve these goals.

Our vision is to become an 'outstanding' school in all aspects of provision for our children. If you believe that you are that special person to work with us in attaining our aspirations then I look forward to receiving your application.

Yours sincerely,

*Ken Stone*

Chair of Governors



# School Information

## Our School Vision

- ❖ We aim to see Viewley Hill at the heart of our community where every child and family is safe, valued and welcomed.
- ❖ We aim to promote, curiosity, independence and resilience; skills which will encourage our children to become life-long learners.
- ❖ We aim to inspire each child to believe in their own potential and provide them with skills they need for their future.
- ❖ We aim to ensure the child's voice is heard and encourage each one to contribute fully to the life of our school.
- ❖ We aim to provide an engaging and challenging curriculum which meets the needs of our children and enriches their experience of the world.
- ❖ We aim to support our children in becoming responsible and considerate young people.

## School Characteristics and Organisation

Viewley Hill Academy is in Hemlington, a suburb of Middlesbrough. The school serves the local area and has a very strong family feel with many sibling and extended family links.

There are 292 pupils at the school and the percentage of children in receipt of pupil premium funding is significantly above the national average and the percentage of children with SEND broadly similar to the national average. Children at Viewley Hill are warm, enthusiastic and rightly proud of their school. There is an emphasis on ensuring children receive the right provision both for their learning and their social and emotional needs. Numbers on roll have risen over recent years and school enjoys a very positive reputation locally.

The school is a Single Academy Trust having converted in January 2014. This means that the Headteacher also carries the responsibilities of Accounting Officer for the Academy Trust and engages with the DfE and ESFA on all matters of compliance. The Headteacher works closely with the Business Manager to ensure the Academy meets all its statutory requirements.

The Governing Body is committed and skilled with a range of expertise across education and business management. Although a single academy trust, the school is outward facing and works with a range of local schools on school improvement and staff development initiatives and also engages well with the Local Authority.



# Job Description

## The role of the Headteacher

- To carry out his/her professional duties in accordance with all the requirements and responsibilities as set out in the School Teachers Pay and Conditions Document, which is published annually. Nothing in this job description can amend, or is intended to amend these overriding requirements.
- To provide professional leadership and management for Viewley Hill, in order to secure its ongoing success and improvement by ensuring high quality education for all its pupils and improved standards of learning and achievement.
- To secure high standards of behaviour and create a school ethos which prepares children well for their futures.
- To promote and safeguard the welfare of all children in school by ensuring relevant policies and procedures are fully implemented and followed by all staff.
- To carry out his/her professional duties as Accounting Officer for the Academy Trust, ensuring compliance, regularity, propriety and value for money and adhere to all relevant DfE and ESFA legislation.

## The Headteacher will:

1. Ensure the vision for the school is clearly articulated, shared, understood and focused on providing the best possible education for the pupils they serve.
2. Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
3. Demonstrate vision and values in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
4. Motivate and work with others to create a positive climate, leading by example with integrity, creativity, resilience and clarity.
5. Ensure accountability and articulate high expectations by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality.
6. Hold all staff to account for their professional conduct and practice.
7. Sustain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.



8. Involve staff and Governors in school self-evaluation processes in order to bring about the highest achievement for all pupils.
9. Regularly review own practice and achievements, set personal targets and take responsibility for own personal development, taking account of any feedback.
10. Manage own workload and that of others to allow an appropriate work/life balance.
11. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
12. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
13. Maintain a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider community.
14. In partnership with Governors exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
15. Ensure, in collaboration with the Governing Body, resources are managed efficiently, ethically and professionally, and collaborate effectively with the Education Skills and Funding Agency (ESFA).
16. Ensure all legislative and statutory requirements for academies are met and are compliant with the Academies Financial Handbook, the Governance handbook and competency framework, and other DfE guidance.
17. Nurture an outward-facing school which works with other schools and organisations to champion best practice, secure excellent achievements for all pupils and meet the needs of individual pupils and their families.

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.



# Person Specification

The Selection Panel will be looking for evidence that the criteria have been met/that the candidate has demonstrated their ability to fulfil the criteria.

Please use the key below so that you know where the selection panel will look for evidence that the criteria have been met.

<b>E</b>	Essential	<b>SA</b>	Selection Activity
<b>D</b>	Desirable	<b>P</b>	Presentation
<b>A</b>	Application	<b>FI</b>	Formal Interview
<b>R</b>	Reference	<b>M</b>	Meets Criterion

No	Criteria	Sources of Evidence						
		E/D	A	R	SA	P	FI	M
<b>QUALIFICATION AND TRAINING</b>								
1	Qualified Teacher Status	E	✓					
2	Honours Graduate or equivalent	E	✓					
3	Has NPQH qualification or equivalent	D	✓					
4	Evidence of further professional/academic study and a commitment to continuous training including recent leadership training e.g. MA	E	✓	✓				
<b>EXPERIENCE</b>		E/D	A	R	SA	P	FI	M
5	Substantial experience as a member of a Leadership Group	E	✓	✓			✓	
6	Experience across the appropriate age range (2-11)	E	✓					
<b>QUALITIES AND KNOWLEDGE</b> <i>(linked to the 2012 Teachers Standards – points 1&amp;8 - and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:		E/D	A	R	SA	P	FI	M
7	Articulate clear values and moral purpose which underpin the strategic vision for the school.	E			✓		✓	
8	Communicate and demonstrate positive behaviour and attitudes, and build positive relationships with all key stakeholders.	E			✓		✓	
9	Lead by example, drawing on personal resources and expertise and those of others as appropriate.	E	✓	✓			✓	
10	Maintain an up-to-date knowledge and understanding of education and school systems locally, nationally and globally, including a thorough knowledge of the National Curriculum.	E			✓	✓		
11	Provide clear strategic leadership which empowers staff and pupils to excel.	E	✓		✓	✓		



	<b>PUPILS AND STAFF</b> <i>(linked to the 2012 Teachers Standards – points 1, 2, 3 &amp; 8 - and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:	<b>E/D</b>	<b>A</b>	<b>R</b>	<b>SA</b>	<b>P</b>	<b>FI</b>	<b>M</b>
12	Promote ambitious standards for all pupils and ensure all staff understand their accountability for the impact of their work on pupils' outcomes.	E	✓		✓	✓		
13	Determine, organise and implement a curriculum which meets the needs of all pupils and secure an effective assessment framework.	E	✓		✓	✓		
14	Establish a learning culture across the school which encourages continual professional development by sharing and researching best practice.	E			✓	✓	✓	
15	Create an ethos where staff are motivated and supported to develop their own skills and subject knowledge and to support each other.	E			✓	✓	✓	
16	Nurture and develop aspiring leaders, ensuring that they develop the necessary skills, knowledge and understanding, leading to clear succession planning.	E	✓		✓	✓	✓	
17	Hold all staff to account for their professional conduct and practice.	E	✓				✓	
	<b>SYSTEMS AND PROCESSES</b> <i>(linked to the 2012 Teachers Standards – points 1,7&amp;8 - and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:							
18	Ensure that the school's systems, organisation and processes reflect its values and vision, that they are fit for purpose and that they enable the school to function effectively in line with legal requirements	E					✓	
19	Have experience of the schools financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.	E			✓	✓	✓	
20	Promote safeguarding as 'everyone's responsibility'; ensure that the principles of safeguarding underpin school policy and practice.	E	✓	✓			✓	
21	Establish an effective leadership team, each with distinct roles and responsibilities and able to hold each other to account.	E	✓		✓	✓	✓	
22	Promote leadership at all levels, including the Governing Body, ensuring that all understand their distinct roles and responsibilities and how they contribute to the overall effectiveness of the school.	E	✓		✓	✓	✓	



<b>THE SELF-IMPROVING SCHOOL SYSTEM</b> <i>(linked to the 2012 Teachers Standards – points 1&amp;8- and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:		<b>E/D</b>	<b>A</b>	<b>R</b>	<b>SA</b>	<b>P</b>	<b>FI</b>	<b>M</b>
23	Ensure a rigorous and robust approach to school self-evaluation which includes evidence based improvement plans and policies for the development of the school and its facilities.	E			✓	✓	✓	
24	Seek opportunities to invite parents and carers community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.	E	✓				✓	
25	Make effective use of internal and external accountability to shape school improvement strategy.	E			✓	✓	✓	
<b>SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE</b>		<b>E/D</b>	<b>A</b>	<b>R</b>	<b>SA</b>	<b>P</b>	<b>FI</b>	<b>M</b>
26	Has the ability to maintain appropriate relationships and personal boundaries with children and young people	E	✓	✓	✓			
27	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E		✓	✓		✓	
28	Has current knowledge on recent national and local safeguarding developments	E	✓				✓	



# How to Apply

## Closing date for applications

**28<sup>th</sup> February 2020 (12 noon)**

Prospective applicants are welcome to visit the school prior to making an application. Please contact Jackie Lowe to make arrangements on 01642 591 053 or Jackie.Lowe@viewleyhill.org.uk.

If you decide to apply for the post, you can download an application form from the school website:

[www.viewleyhillacademy.org.uk](http://www.viewleyhillacademy.org.uk)

**Please ensure that you clearly detail how you meet all of the essential requirements in the Person Specification by submitting a supporting statement in addition to the application form. This should not exceed 2 sides of A4.**

For your information, the recruitment timetable is detailed below:

Closing date:	• Friday 28 <sup>th</sup> February 2020 (12 noon)
Shortlisting date:	• Monday 2 <sup>nd</sup> March 2020
Interview day 1:	• Monday 16 <sup>th</sup> March 2020
Interview day 2:	• Tuesday 17 <sup>th</sup> March 2020
Governing Body Ratification Meeting	• Tuesday 17 <sup>th</sup> March 2020
Contract Start Date:	• Tuesday 1 <sup>st</sup> September 2020

Completed application forms must be returned by the above closing date to: [jo@hralchemy.co.uk](mailto:jo@hralchemy.co.uk)

If you are unable to submit an electronic application form, hard copies can be returned by post to:

J Davies  
HR Alchemy  
Commerce House  
1 Exchange Square  
Middlesbrough  
TS1 1DE

