

Corbridge Middle School



Headteacher Recruitment Pack

Corbridge Middle School

Cow Lane Corbridge

Northumberland

NE45 5HX

Tel: 01434 632191

<http://www.corbridgemiddle.co.uk>

Dear Prospective Applicant,

Many thanks for your interest in the position of Headteacher at Corbridge Middle School. Corbridge Middle School is a popular and highly successful middle school (Years 5-8) situated on the edge of the village of Corbridge, in the scenic Tyne Valley just 20 miles west of Newcastle upon Tyne.

We currently have 358 pupils on roll, coming to us from across a wide geographic area. Most enrol in year 5 from one of three local feeder first schools, with many others travelling from further afield drawn by the school's consistently excellent reputation.

Children are at the heart of Corbridge Middle School. We want every child to feel happy, inspired and capable of achieving their potential. Together, we nurture every child and value their individual contribution to our vibrant school community. Our collective aspiration, defined by our school ethos, is for all children and staff in our school to be successful learners, confident individuals and responsible citizens.

We have an experienced teaching staff coming from backgrounds in both primary and secondary education. All children benefit from the school's investment in subject specialists across a wide range of key curriculum areas. All staff are supported through a healthy programme of regular CPD and training within school, ensuring that all pupils are taught by teachers with good subject knowledge and experience of teaching the key skills of literacy and numeracy.

Corbridge Middle School has a strong Senior Leadership structure consisting of the Headteacher, Deputy Headteacher and Assistant Headteacher. The SLT is supported by Pastoral Leaders in Key Stage 2 and 3 and specialist Subject Leaders working across the whole of our broad and balanced curriculum.

Governance at Corbridge Middle School is strong and collaborative. We benefit from an experienced governing board formed of dedicated local people with diverse backgrounds, skills and experiences. Governors provide a high degree of support and challenge to school leaders to ensure high standards are maintained at all times in line with the ethos, vision and values of the school. Sub-committees focus on Resource Management, Teaching & Achievement and Headteacher Performance.

The SLT and Governors are dedicated to school improvement, maintaining a strong drive to continuously improve outcomes for all of our pupils. Our whole school reading strategy supports children in becoming fluent and confident readers and inspires a love of reading for all. All pupils at Corbridge Middle School benefit from inclusive ambition and enrichment programmes.

At Corbridge Middle School, we pride ourselves on our inclusivity. Our widely respected SEND provision caters to a growing number of children with additional needs, and their families. A well-resourced team of specialists support every SEND child to access the whole curriculum.

The governing body is seeking an expert teacher with an outstanding foundation of pedagogical knowledge, and a passion for enabling all children to achieve ambitious outcomes. The successful applicant will have a demonstrable focus and commitment to teaching and learning that will be evident through their strong track record of curriculum development and ambitions for children to succeed. Our new headteacher will be an experienced school leader who will inspire, motivate and develop colleagues, maintaining very high standards throughout all aspects of school life.

Visits to school prior to application are recommended and will be hosted on Tuesday 16th April. To arrange your visit please contact Lisa Dando (Office Manager) on 01434 632191.

Yours sincerely,

Tom Weston

Chair of Governors

HEADTEACHER JOB DESCRIPTION

Group Size: 3 School Range: L16 – L22	Workplace: Corbridge Middle School		Office Use JE ref:
Responsible to: Governing Board	Date: 27.03.24	Manager Level: Senior	
Job Purpose: To provide outstanding leadership for the school to ensure every pupil and member of staff is able to achieve their full potential, creating a successful school of which the whole community can be proud.			
The Headteacher is: <ul style="list-style-type: none">● a visionary leader who inspires, motivates and develops colleagues to provide outstanding teaching and learning● an exemplar of effective teaching and learning practice● able to plan and deliver targeted improvements through effective management and delegation● trustworthy and enthusiastic, and transmits this throughout the whole school community● able to work closely with the governors to deliver the school vision, ethos and values● accountable for all statutory responsibilities.			
Duties and key result areas: <p>Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers’ Pay and Conditions Document issued by the DfE. The Headteacher would be required to carry out the Governing Board’s policies concerning racial and sex equality and the rights of people with disabilities in terms of equal opportunity for employment in all posts within the school.</p>			
The professional duties of the Headteacher shall include:			
Aims, vision and values: <ul style="list-style-type: none">● working with governors and other stakeholders to create the vision, provide leadership and a set of clear aims for the school● promoting the ethos and values of the school with staff, pupils, parents and governors● developing a plan to improve the school premises.			
Leading teaching and learning: <ul style="list-style-type: none">● setting high expectations and challenging targets for the school● driving a continuous and consistent focus on pupils’ achievement, using data and benchmarks to monitor progress● providing inspiration and strong strategic leadership to deliver the highest standards of teaching● promoting outstanding teaching, effective learning and good behaviour and discipline within an inclusive, safeguarding culture● establishing creative, responsive and effective approaches to the curriculum● monitoring, evaluating and reviewing the quality of teaching and standards of learning and achievement of all pupils● maintaining a culture and ethos of challenge and support where all pupils can achieve success and be engaged in their own learning● encouraging a deeper understanding of diversity with pupils, parents and the wider community● creating and maintaining an effective partnership with parents to support and improve pupils’ achievements and personal development.			
Developing self and working with others:			

- ensuring the development of, and maintaining effective strategies and procedures for staff induction, professional development and performance review based on an assessment of needs
- promoting a culture of high expectations for self and others
- ensuring there is effective planning, allocation, support and evaluation of teams and individuals
- regularly reviewing own practice, setting personal targets, taking responsibility for own development and taking part in own performance management procedures
- ensuring that staff workload is monitored and strategies are implemented when issues are identified.

Managing the organisation:

- ensuring the ongoing development of the organisation to deliver the vision effectively and efficiently
- formulating the overall aims and objectives of the school and policies for their implementation
- producing, monitoring and evaluating a school improvement plan, underpinned by sound financial planning
- working with governors and senior colleagues to recruit, retain and deploy staff of the highest quality
- taking responsibility for the financial affairs of the school, ensuring financial sustainability of the school and that resources are used efficiently to maximise outcomes for pupils
- setting an annual budget and three-year forecast, monitoring actual performance against budget
- ensuring appropriate financial processes and controls are in place within the school administration department to safeguard school assets and accuracy of financial reporting
- managing and organising the school site and its facilities efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- maximising the potential of the school site for play, sport and learning opportunities
- ensuring all staff, volunteers and others that work with children are safe, by following appropriate procedures
- deploying and managing all teaching and non-teaching staff and allocating particular duties, including such duties of the Headteacher as may be properly delegated, in a manner consistent with conditions of employment
- implementing and sustaining effective systems for the management of staff performance
- ensuring that safeguarding and protecting children is a core priority to the school's work within a culture of vigilance.

Securing Accountability:

- Working with the governing body to enable it to meet its statutory responsibilities
- maintaining and developing an organisation in which all staff recognise that they are accountable for the success of the school
- ensuring individual staff accountabilities are clearly defined, understood and agreed
- presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences
- ensuring that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school's targets for improvement.

Strengthening Community:

- ensuring that learning experiences for pupils are linked into and integrated with the wider community
- creating a range of community-based learning experiences
- Seeking 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
- contributing to the development of the education system within our partnership
- ensuring that the school promotes effective links with the local community

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| <ul style="list-style-type: none">● developing close links with our feeder schools and high school● ensuring that the school offers appropriate extended services. |
| The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school: the individual school range has been established on this basis. |
| Work Arrangements:
Transport requirements: able to meet the transport requirements of the post
Working patterns: as identified in the relevant Teacher's Pay and Conditions document |

Person Specification

Post Title: Headteacher	Corbridge Middle School	Ref
Essential	Desirable	Assessed by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● Teaching qualification recognised by the DfE ● Knowledge of what constitutes quality in educational provision ● Evidence of keeping up to date with recent education practice and CPD ● Knowledge of how to use data to raise standards 	<ul style="list-style-type: none"> ● Graduate Status ● National Professional Qualification for Headship (NPQH) 	a) / (i) / (r) / (g) / (o) / (p)
Experience		
<ul style="list-style-type: none"> ● Evidence of leadership capacity and management ● Experience in monitoring and evaluating the quality of teaching and learning ● Evidence of working successfully as a member of a team to raise achievement ● An up to date working knowledge of the developments in education ● Evidence of successful teaching ● Evidence of successfully developing parental/community involvement ● Evidence of supporting the needs of all pupils ● Evidence of performance management, Ofsted inspections and SEF ● Experience of financial management 	<ul style="list-style-type: none"> ● Management experience at Assistant or Deputy Headteacher level or equivalent ● Recent teaching experience across the 9-13 age range ● Experience of successful subject leadership and teaching in English ● Experience of successfully developing a range of teaching styles ● Teaching in more than one school ● Demonstrable commitment to developing SEND provision and outcomes 	(a) / (i) / (r) / (p)
Skills and competencies		
<ul style="list-style-type: none"> ● Track record of successfully leading a team to deliver goals ● Ability to initiate and manage change successfully ● Ability to monitor and evaluate standards and quality ● Ability to motivate and inspire pupils, staff, parents, governors and the wider community ● Ability to communicate effectively to a range of audiences ● Able to use different behaviour management strategies 		(a) / (i) / (r) / (o) / (p)
Personal Qualities		
<ul style="list-style-type: none"> ● Passionate about teaching and learning 		(a) / (i) / (r)

<ul style="list-style-type: none"> ● Able to work under pressure and with competing priorities ● Personal presence ● Able to offer and respond to challenge and form positive relationships with all stakeholders ● Committed to inclusion, equality and diversity ● Be approachable 		
Other		
<ul style="list-style-type: none"> ● No adverse criminal record 		(a) / (i) / (r)

Key to assessment methods; (a) application form, (i) interview, (r) references, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits