Hexham Middle School
spes durat avorum

Queen Elizabeth High School
spes durat avorum

Assistant Headteacher:

Standards, Support and Inclusion

Hexham Middle School

Hadrian Learning Trust, Hexham

Respect. Engage. Aspire.

Contents

Welcome	3
The Schools	4
The Role	6
Location	7
How to apply	9
Job description	10
Person specification	13

Welcome from The Executive Headteacher

Thank you for your interest in becoming an Assistant Headteacher within Hadrian Learning Trust, which comprises Queen Elizabeth High School and Hexham Middle School. We are situated in the thriving market town of Hexham, in a beautiful part of Northumberland, a short drive from Newcastle.

This is a very exciting time to be joining us. At the start of this academic year, we co-located both schools in brand new, purpose-built facilities. Each school retains its distinct identity but has a very close working relationship with the other to ensure aligned systems and approaches in the interests of our pupils.

Our schools have a proud history dating back to Elizabethan times. Our ethos is drawn directly from the original charter granted to the people of Hexham in 1599 on account of their "outstanding eagerness to promote good learning". This eagerness continues to this day as we seek to live up to our original motto, *spes durat avorum* – may the hopes of our ancestors endure. It forms the basis of our ethos today, which centres on our belief in the highest academic standards for everyone and our valuing of education in its broadest sense. We have recently sought to encapsulate our ethos in three key words – respect, engage, aspire – and are increasingly using these in our day-to-day interactions.

There is much that is already very good at our schools: a friendly, welcoming and supportive culture; confident, well-behaved learners; dedicated, loyal staff, and supportive parents. However, we are always seeking to improve and are therefore excited at the prospect of bringing new talent into our existing senior team to help us become even better. We hope that after reading more about us you will choose to apply; we look forward to hearing from you.

Graeme Atkins, Executive Headteacher

The schools

Hexham Middle School

HMS, as it is commonly known, is a mixed, comprehensive middle school comprising approximately 500 pupils across years 5 to 8, with almost all progressing onto the high school in year 9.

Much of the curriculum at key stage 2 is taught by primary trained teachers. However, unlike many primaries, subjects including technology, PE, art and music are taught by specialists. At key stage 3, all subjects are typically taught by secondary-trained subject specialists.

A vibrant extra-curricular offer and enrichment programme exists at HMS, and the pastoral care of pupils is outstanding. A strong reading culture exists and the school has made very good strides in recent years to support pupils' literacy skills development, particularly for those with weaker literacy. There is a strong emphasis on supporting all pupils as individuals and to enhance their personal development in readiness for the next stage of their education.

Our key priority beyond providing a safe, caring environment is to continuously improve the quality of teaching and associated learning across all subjects, with particular emphasis given to ensuring that pupils' end-of-key stage 2 SATs outcomes are strong for all.

Queen Elizabeth High School

QE, as it is commonly known, is a mixed, comprehensive high school comprising approximately 900 students across years 9 to 11, with over 400 students in our sixth form. Just under a half of our intake is from Hexham Middle School, with the majority of the rest coming from two other middle schools.

As well as having a strong focus on students' academic success, a good deal of emphasis is given to the wider curriculum and associated enrichment opportunities on offer. Over the years, the school has established a strong reputation in enabling students to develop their talents in sport, music, other performing arts and the visual arts, and we are keen to keep building on this, promoting higher levels of participation.

In addition to providing a safe, caring environment for our young people, our key priority is to continuously improve the quality of teaching across all subjects so that all students can learn well and achieve the qualifications they need to progress. This is particularly so for learners from disadvantaged backgrounds.

Both HMS and QE were inspected by Ofsted in the spring of 2019. You can find details on the findings of these inspections here and here.

The Role

Salary: **Range 11 – 15**

Starting date: **September 2022**

As Assistant Headteacher: Standards, Support and Inclusion, you will be responsible for **leading behaviour and standards, pupil support and inclusion at Hexham Middle School**, working within the broader Trust leadership structure. Supported by Heads of Key Stages 2 and 3 and our Assistant SENDCo, and working closely with counterparts at the high school, you will lead the school's approach to ensuring pupils attend well and are punctual, are safe in school (you will be the school's **designated safeguarding lead**), and are well-presented, well-organised and well-supported. You will be the named **SENDCo** (and will undertake accredited training as required) but will predominantly work through our experienced and highly capable, non-teaching, Assistant SENDCo to ensure those with additional needs are appropriately supported. In the longer term, and for interested candidates, you will have opportunities to further develop your career at the high school.

If you are a hard-working, conscientious, creative individual with a track record of using your initiative to design and implement strategies to secure improvement, and are effective at taking people with you, we want to hear from you.

If you wish to have a confidential discussion about the role, or would like to arrange to visit the school, please do not hesitate to contact **Rachael Stokes on 01434 610362 or rstokes@qehs.net.**

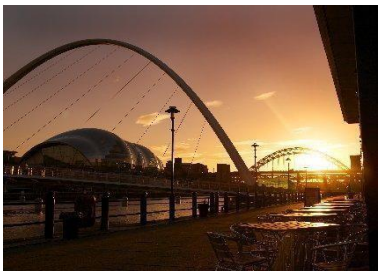
We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check will be required for this post.

The Location



Hexham is a rural market town situated on the south bank of the River Tyne, with a history dating back at least to 672, when St Wilfrid founded Hexham Abbey. The town retains many listed buildings, including the medieval Gaol and Moot Hall. Hadrian's Wall and other Roman sites are a short drive away.

There is a strong community spirit and volunteers from the town organise events including a popular fireworks display, music and book festivals, farmers' market, community-run cinema and many more. http://www.visithexham.net.



Beautiful countryside surrounds Hexham yet it is only a twenty-five minute drive to the vibrant city life of Newcastle upon Tyne and some of the country's largest arts and shopping centres at The Sage Gateshead and the MetroCentre. http://www.newcastlegateshead.com

Commuting to Hexham is easy with relatively little traffic and good road and rail links. The A69 links us to Newcastle and the A1 in the East, and to Carlisle, the M6 and the Lake District to the West. Travelling by train to London takes less than 3 hours and there is an international airport at Newcastle.



You can read The Guardian's view here: Guardian verdict on Hexham

Northumberland

The county is steeped in history, with each period leaving its mark on our architecture and culture: from the Romans, to the establishment of Christianity; from the lawlessness of the Border Reivers, to the great railway engineers of the nineteenth century.

As one of the most sparsely populated counties in England, Northumberland offers room to breathe, with wide-open spaces and large expanses of sky.

Areas of outstanding beauty include the North Pennines, Cheviots and Scottish borders and the stunning Northumberland coast with its empty sandy beaches, castles and Holy Island. It is not surprising then that there are so many active leisure pursuits and sports to be enjoyed. If quiet contemplation is more your thing, the star-studded skies above Kielder Water & Forest Park are the darkest in England and have been awarded Gold Tier Dark Sky Park status by the International DarkSkies Association (IDA). For more information visit http://www.visitnorthumberland.com

City centre location images courtesy of the NewcastleGateshead Initiative www.newcastlegateshead.com

How to Apply

Closing date: **Monday 16 May 2022 9.30am**

nterviews: **Week commencing 16 May 2022**

To apply, please send a completed application form and accompanying letter of application to:

Email: recruitment@qehs.net

Or by post: Rachael Stokes, HR Administration, c/o Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB.

Your application will be acknowledged within 24 hours of receipt.

To accompany your completed application form, you should write a letter or application of not more than two sides of A4 (font calibri, size 11) within which you should ensure you address the experience, professional knowledge and skills/attributes as outlined in the person specification.

Please provide names, addresses and contact details of two referees, one of whom should be your current or most recent employer. Please indicate clearly if you do not wish any referee to be approached without your permission.

We expect to take up references for candidates who have been shortlisted.

Assistant Headteacher - Job Description

Responsible to: Head of School (HMS)

Responsibilities

- To carry out the responsibilities of a subject teacher with regard to teaching, impacting on progress and outcomes for your own students and adhering to school policies.
- To take responsibility for the leadership and management of particular whole school areas – standards, support and inclusion.
- To line manage designated staff.
- To share responsibility for the daily administration and management of the school.
- To contribute to the all-round success of the school.
- To promote and be involved in the wider life of the school community.

Leading/Managing Policy

- Contribute as a member of the SLT to the development of the strategic direction of the school.
- Lead on specific whole school initiatives.
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans.
- Implement and support behaviour management systems in line with school policies.
- Support Trustees in their policy development and monitoring roles by servicing subcommittees and Trustee meetings as necessary.
- Ensure that policies and practices are inclusive.

Leading/Managing People

- Have a visible presence around the school during the day.
- Advise the Head of School, SLT and Trustees on relevant staffing appointments.
- Establish, lead and chair, as necessary, meetings of groups of staff.
- Take a full and committed part in your own performance management, as well as those of your team members.
- Set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy.

- Advise the SLT of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed.
- Provide advice and guidance for staff in terms of their development within the profession.
- Assist with the effective induction of new staff, as required.
- Undertake regular whole school assemblies throughout the year.
- Be seen as a role model in terms of industry, innovation, commitment and the positive impact upon children's lives and education.

Managing Resources

- Monitor health and safety practice and report any issues to relevant staff.
- Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment.
- Manage budgets for your areas of responsibility.

External Relations

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies.
- Participate and play a lead role in planning for designated major school events.
- In the absence of the Executive Headteacher and Head of School, liaise with appropriate authorities and advise on such decisions as may be necessary to ensure that the school can continue to function in a safe and effective fashion, taking account of agreed policies and working practices.

Line Management

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal. Line management might change as a result of staff changes/post changes.
- Formal line management meetings will take place at the request of either the line manager or the post holder.
- The Assistant Headteacher will also report to the relevant Subject Leader for their teaching responsibilities.

Supervision

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the preemployment checking process.

Additional Information

- All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate
- Hexham Middle School and its Trust Board are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation

This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.

Assistant Headteacher - Person Specification

	Essential	Desirable	App (A) Int (I) Ref (R)
Education and qualifications	• Honours Degree • Qualified Teacher Status • Evidence of appropriate professional development	• Evidence of further study • National award for SENDCo	A
Knowledge and understanding	• Knowledge of the latest educational research effective in raising standards • Understanding of the SEND Code of Practice • Excellent data handling and analysis skills leading to positive impact and improvement	• Familiarity with current national initiatives and developments in educational leadership	A, I, R
Experience	• Substantial middle leadership experience and proven impact in a pastoral and/or SEND role • Experience of leading and motivating a successful team • Evidence of raising standards due to ongoing self-evaluation and improvement planning • Experience of leading impactful professional development • Experience of effective multi-agency working	• Experience of working with more than one school, e.g. this could include delivering training in other schools or secondments • Experience of being the designated safeguarding lead or deputy (or having worked as part of a safeguarding team)	A, I, R
Skills and attributes	• Highly skilled classroom practitioner • Excellent oral and written communication skills • Emotional intelligence and strong interpersonal skills • Capacity for hard work and highly effective time management • The ability to think analytically and strategically • Effective prioritising and a creative problem solver • The ability to lead, challenge and support others • The ability to identify examples of best practice elsewhere and adapt these where appropriate to HLT	• Ambition to progress beyond AHT • Ability to manage work-life balance and own well-being	A, I, R

	• A commitment to professional development and leadership		

Strategic development	• Experience of leading, or significant involvement in, successful whole school initiatives impacting positively upon student attainment and achievement	• Experience of school improvement planning	A, I, R
Motivation and personality	• Commitment to a comprehensive and holistic education • Sensitivity and empathy towards others • Self-motivation and initiative • Supportive of the HLT ethos • Capacity to be a good role model for all members of the school community	• Sense of humour • Flexibility and desire to adapt to different role and tasks	A, I, R