



**HEAD OF SCHOOL  
SEATON SLUICE MIDDLE SCHOOL  
1.0 FTE  
Permanent**



**Small enough to care;  
Big enough to deliver a positive impact**



## **Seaton Valley Federation**

Prospect Avenue  
Seaton Delaval  
Whitley Bay  
NE25 0FW  
0191 237 1505

## **HEAD OF SCHOOL SEATON SLUICE MIDDLE SCHOOL**

L14 to L18 (£71,330 to £78,702)

Permanent 1.0 FTE

Required from 1 September 2026

### **Small enough to care; big enough to make a positive impact**

We are looking for a dynamic and inspirational Head of School, who will continue to drive forward the academic standards and ambitions of the school by proactively leading and inspiring our pupils and staff.

You will have the vision to take on the challenge of leading our school to be outstanding in all that we do, by being an exceptional leader to our pupils, staff and school community, committed to raising standards and further developing our well-behaved hardworking students' learning.

You will personally have a key role in providing strategic leadership, working collaboratively to ensure strategies and systems for behaviour, attendance and pastoral support are implemented across the school.

Your track record of contributing at a strategic level to school improvement will also show your ability to work in partnership with a range of stakeholders to achieve desired outcomes and impact.

Although it is important that you can think strategically, you will also need to adopt a hands-on approach to deal with the diverse demands of school life and have highly developed communication skills to build effective relationships with a wide range of stakeholders.

If you have a passion for education then this is a fantastic opportunity to make a significant contribution to the federation and become an integral part of our future success.

Visits to the school are warmly welcomed and encouraged, please call Angela Vintis on 0191 2371505 to arrange a suitable time.

It is expected that interviews will be held during the **week commencing 4 May**.

## HOW TO APPLY

Please visit [www.svf.org.uk/vacancies](http://www.svf.org.uk/vacancies) to apply for this post, this will take you to [www.mynewterm.com](http://www.mynewterm.com), our application portal, where you will be able to complete an application form online.

Please read through all of the available information on the role before submitting your application.

The deadline for applications is **9:00am on Monday 27th April 2026**.

Please note that we do not accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Please note that as part of our recruitment process, we carry out **online searches on publicly available information** for all shortlisted candidates.

# JOB DESCRIPTION

## NORTHUMBERLAND COUNTY COUNCIL

<b>Post Title:</b> Head of School	<b>School:</b> Seaton Sluice Middle School		<b>Office Use</b>
<b>Pay Range:</b> Deputy Headteacher L14-L18	<b>Home base:</b> Seaton Sluice Middle School		<b>JE ref:</b>
<b>Responsible to:</b> Executive Headteacher	<b>Date:</b> March 2026	<b>Manager Level:</b>	
<p><b>Job Purpose:</b> To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement. To provide professional leadership for developing attainment and progress in Key Stages 2 and 3, working in partnership with the Head of School WMS and Head of School SVHS across the Seaton Valley Federation of Schools.</p>			
<p><b>Duties and key result areas:</b></p> <p>Professional duties are to be carried out in accordance with the terms and conditions for Deputy Headteachers within the current School Teachers' Pay and Conditions Document. The specific leadership and management duties of this Deputy Headteacher role shall include:</p> <p><b>Strategic Leadership of SSMS</b></p> <ul style="list-style-type: none"> <li>• Work with the Executive Headteacher to provide vision, leadership and a clear direction/identity for the school.</li> <li>• Work with the Executive Headteacher to formulate the overall aims and objectives of the school and policies.</li> <li>• Deputise for the Executive Headteacher when they are not in the school and fulfill the duties expected of someone in this post.</li> <li>• Work alongside the Executive Headteacher and where necessary lead on producing, monitoring and evaluating a school development plan for SSMS, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.</li> <li>• Work alongside the Executive Headteacher to promote and secure good teaching, effective learning, high standards of attainment and progress, good behaviour and discipline within a safeguarding culture at SSMS.</li> <li>• In conjunction with the Business Director monitor the school budget and ensure it is used to support the vision and aims of the school.</li> <li>• Arrange for a suitable person to assume responsibility for the discharge of the Deputy Headteacher's functions at any time when absent from the school</li> <li>• Assess, record and report on the development and progress of learners in Years 5-8, analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements.</li> <li>• Ensure timely, accurate and constructively feedback is provided for pupils and parents/carers on learners' attainment, progress and areas of development for Years 5-8.</li> <li>• Ensure effective strategies and systems for behaviour, attendance and pastoral support and effective dialogue with parents/carers are implemented for Years 5-8.</li> <li>• Work collaboratively with the Executive Headteacher to ensure there is an appropriate curriculum offer across the school that is cost effective.</li> <li>• Work collaboratively with the Executive Headteacher and Business Manager - Data and Curriculum Support to ensure there is effective planning and implementation of timetabling, data, exams, ICT and technical support to meet the needs of SSMS within the framework of an integrated approach across the Seaton Valley Federation and write the SSMS timetable.</li> <li>• Ensure there are appropriate priorities and strategies for teaching and learning and whole school literacy that meets the school improvement plans for Years 5-8.</li> <li>• Work collaboratively with the Assistant Headteacher – Inclusion for the Seaton Valley Federation to ensure that appropriate strategies and interventions are in place for SEND pupils, pupil premium pupils, LAC and pupils with protected characteristics in years 5-8.</li> </ul>			

### **Strategic Development of SSMS**

- Work collaboratively with the Executive Headteacher and Senior Leadership Team to plan, monitor and evaluate the work of the school and use the outcomes of these activities to improve the effectiveness of both schools.
- Secure the commitment of staff, pupils, parents and the wider community to the vision and direction of SSMS.
- Create and develop a culture in which all staff recognise that they are accountable for the success of SSMS.

### **Leading and Managing School Staff**

- Assist the Executive Headteacher in the selection and appointment of the teaching and support staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of the school
- Deploy and manage allocated teaching and support staff.
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, including targets relating to pupils' achievement.
- Motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Plan and organise before school, break, lunchtime, after school and detention duty rotas.

### **Efficient and Effective Deployment of School Staff and Resources**

- Deploy and develop staff effectively in order to improve the quality of education provided
- Set appropriate priorities for expenditure, allocate funds and ensuring effective administration and control in consultation with the Executive Headteacher and Business Director.
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Ensure appropriate arrangements are in place for Key Stage 2 national tests.
- Ensure all staff, volunteers and others that work with children are safe, by following appropriate procedures.

### **Accountability for the School**

- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
- Play a significant role in conjunction with the Executive Headteacher in preparing for and responding to any external inspection.

### **Generic responsibilities for all Deputy and Assistant Headteachers**

- Attend relevant training
- Provide support and challenge for staff.
- Form effective relationships with parents and carers in order to ensure that students are supported at school and at home.
- Monitor and evaluate all aspects of the school's provision and to use the outcomes of these activities to further improve provision and support for all students.
- Lead a duty team and ensure staff fulfill their duties.
- Take part in lesson observations and work scrutiny and lead staff in the outcomes of these activities.
- Act as an appraiser.
- Be the budget holder for specified budgets including contributing to setting the budget, approving expenditure and regular budget monitoring.
- Maintain up-to-date records.
- Strategically lead the school along with the Executive Headteacher and members of the Senior Leadership Team.

**General responsibilities**

- Attend and contribute to the Senior Leadership Team.
- Contribute to the work of the governing body by developing policies, providing papers and attending meetings as required.

**Federation Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, equal opportunities, e-safety, confidentiality and data protection.
- Work in such a way as to promote the ethos and vision of the schools.
- Participate in training and development, and other activities that contribute to the management of performance
- Attend and participate in regular meetings.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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 grade has been established on this basis.

**Work Arrangements**

Transport requirements:

Able to travel as required between the two sites within the SVF and attend local/regional meetings.

Working patterns:

As identified in the relevant School Teachers' Pay & Conditions Document

Working conditions:

Usually indoors.