

Abbeyfields First School Headteacher

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About Abbeyfields First School

Welcome to our school. Abbeyfields is located in the Kirkhill area of Morpeth, not far from the town centre. We are a mainstream first school for children aged three to nine, incorporating a Nursery class, with 325 children currently on roll.

We are proud to share with you why we feel that ours is a truly wonderful nurturing, inclusive and educational environment for all children. We strive to provide a place which is both stimulating and safe, where children are given the best possible start to their education and an excellent foundation for life in today's ever changing world. We want the children and their families to be happy and love coming to school!

Our dedicated staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extra-curricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme.

We believe there is something here for everyone. We have many amazing people working here. People who are knowledgeable, passionate and committed. Some people spend their career with us, some because they've found their niche, others are with us because of the opportunities to grow and develop. We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us - we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience.

We believe we provide a great place to work. We are very proud of our staff, students and our legacy. Please take a moment to look through our website to get an insight into what our school has to offer.



Job Advert

Abbeyfields First School, 3-9 years First School, Part of the Cheviot Learning Trust.

Following the retirement of our Headteacher, we are seeking to appoint a talented and inspirational leader who will build upon the existing strengths of Abbeyfields First School.

This is an excellent opportunity for an experienced educator to join the school and work in collaboration with other school leaders across Cheviot Learning Trust. We are looking to appoint someone who will inspire children and build on the strong foundations built by our current Headteacher.

We can offer you:

- The ability to make a real difference to the lives of our children, who are enthusiastic, able, well behaved and engage positively with their learning
- A strong, dedicated and motivated whole school team who are committed to the school and passionate about children's learning and well-being
- A school that is genuinely at the heart of its community
- Access to a strong network of like-minded Trust school leaders and the guidance of an experienced CEO
- The support and commitment of our Trustees and School Governing Board, parents, carers and friends of the school.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from

the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities, and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates prior to the interview.

The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can be found [here](#).

Please visit our [website](#) for further information about the school.

Visits to the school will be warmly welcomed and can be arranged by appointment with the School Business Manager, Mairi Gibson. Please call 01670 513582 or email m.gibson@afs.cheviotlt.co.uk to arrange.

Closing date: Friday 14 March 2025, 12 noon

Shortlisting: Monday 17 March 2025

Interview date: Monday 24 March 2025

Please submit your completed application form and cover letter (no more than two sides of A4) to Alice Witherow via email d.flint@cheviotlt.co.uk.

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

Job Description

Job title: Headteacher

Pay scale: ISR L16 – L22, £72,162 – £83,464

Required: September 2025

What we are looking for

We are looking for a headteacher who has the passion and vision to drive our school onwards so we can provide the best educational and social outcomes for all our children. You will be an exceptional teacher with a commitment to ensuring progress and attainment for all children. You are likely to already be a successful Headteacher or senior leader with a proven track record of impact and improvement. We are looking for someone who sets high standards, embraces innovation, and understands that excellence is a journey.

Your role will encompass the strategic leadership of teaching and learning, effective organisation of school operations, and the ability to inspire and support an experienced and talented team of colleagues. Strong communication and relationship-building skills will be essential, as you engage with children, families, staff, and the wider community to uphold our values and vision.

Staff: 3 FTE Leadership; 10FTE Teaching and 21.09FTE Support Staff.

Finance: £2m annual budget, Formula Capital Allocation & Other School Funds.

Physical: Building, school site, resources, Health & Safety, Safeguarding and staff & pupil records.

Clients: Pupils, parents and wider community.

Job purpose

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.

Duties and key result areas

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 Cheviot Trust'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. The professional duties of the Headteacher shall include:

Strategic direction and development of the school:

- Working with the Trust and School Governing Board to provide vision, leadership and a clear direction for the school.
- Formulating the overall aims and objectives of the school and policies for their implementation.
- Producing, monitoring and evaluating a school development plan, 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.
- Securing the commitment of staff, pupils, parents and the wider community to the vision and direction of the school.
- Ensuring that the management, finance, organisation and administration of the school support its vision and aims.
- Arranging for a suitable person to assume responsibility for the discharge of the Headteacher's functions at any time when absent from the school.
- Ensuring that safeguarding and protecting children is a core priority to the school's work within a culture of vigilance.

Teaching and learning:

- Promoting and securing good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture.
- Determining, organising, implementing and monitoring the curriculum and its assessment in order to identify and act on areas for improvement.
- Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs, in order to set and meet challenging, realistic targets for improvement.
- Creating and maintaining an effective partnership with parents to support and improve pupils' achievements and personal development.

Job Description (Continued)

Leading and managing staff:

- With the School Governing Board, participating in the selection and appointment of the teaching and non-teaching staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of the school.
- Deploying and managing all teaching and support 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, incorporating targets for teachers, including targets relating to pupils' achievement.
- Motivating and enabling 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.

Efficient and effective deployment of staff and resources:

- Working with governors and senior colleagues to recruit staff of the highest quality.
- Deploying and developing all staff effectively in order to improve the quality of education provided.
- Setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control.
- Managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Managing, monitoring and reviewing 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.
- Ensuring all staff, volunteers and others that work with children are safe, by following appropriate procedures.

Accountability:

- Providing information, advice and support to the School Governing Board to enable it to meet its responsibilities.

- Reporting to the School Governing Board, Trust Board and other Stakeholders.
- Creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.
- Presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including those deployed to inspect the school formally.
- 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.

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 ISR has been established on this basis.





Person Specification

Essential	Desirable	Assess by
Knowledge and qualifications		
<ul style="list-style-type: none"> • DFE qualified teacher status. • Knowledge of what constitutes quality in educational provision. • Knowledge of behaviour management. • Knowledge of how to use comparative data, to establish benchmarks and set targets for improvement. 	<ul style="list-style-type: none"> • National Professional Qualification for Headship. 	(a) (i) (r) (g) (o) (p)
Experience		
<ul style="list-style-type: none"> • Management experience at Assistant or Deputy Headteacher level or equivalent. • Experience in monitoring and evaluating the quality of teaching and learning. • Evidence of working successfully as a member of a team. • An up to date working knowledge of the National Curriculum. • A breadth of appropriate classroom teaching experience. • Evidence of successfully developing parental/community involvement. • Experience of successfully leading whole school change. • Excellent teaching across the primary age range. • Experience of Designated. Safeguarding responsibilities. 	<ul style="list-style-type: none"> • Teaching experience across the 2-9 age range. • Experience of successfully developing a range of teaching styles. • Experience of budget monitoring. • Teaching in more than one school. • Experience of national initiatives where they apply to primary phase schools. • Experience of working in a Trust or as a partnership of schools to a common aim. 	(a) (i) (r) (o) (p)
Skills and competencies		
<ul style="list-style-type: none"> • Think strategically, make decisions and communicate effectively. • Ability to lead and manage people to work towards common goals. • Use coaching skills to support staff appropriately. • Demonstrate personal enthusiasm for and commitment to the learning process. • Prioritise, plan and organise themselves and others. • Think creatively to anticipate and solve problems. • 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. 	<ul style="list-style-type: none"> • Ability to support other schools with shared projects. 	(a) (i) (r) (o) (p)

Person Specification (Continued)

Physical, mental and emotional demands		
<ul style="list-style-type: none"> Working under pressure and with competing priorities. Emotional resilience. 		(a) (i) (r) (o) (p)
Other		
<ul style="list-style-type: none"> Commitment to the promotion of equality access, inclusion and diversity opportunity. Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment for pupils. Proven ability to develop strategies for risk assessment and to evaluate risk to oneself and to other and to take appropriate action. 		(a) (i) (r) (o) (p)

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits



Contact us

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