

Headteacher Recruitment Pack

January 2025



CHESTERFIELD ROAD, CROSBY L23 9YB WWW.CHESTERFIELDHIGH.ORG.UK

Proud to be part of



WELCOME FROM THE CHAIR OF TRUSTEES

Dear Candidate

Thank you for your interest in our Headteacher position at Chesterfield High School. We are incredibly proud of the staff and students, and the work we do here.

Chesterfield High School is an 11-18 converter academy with approximately 1600 students on roll of which approximately 170 are sixth form students. It is a mixed, non-selective and non-denominational school situated in Crosby, Liverpool.

The school has been consistently over-subscribed since September 2019, despite a downward demographic trend locally.

In September 2024, Chesterfield became part of the Mersey View Learning Trust. The Trust provides an inclusive education pathway for pupil's age 0-18 comprises of nursery, infant, junior, primary, secondary and special schools.

The Trust is led by experienced and successful leaders in education, which will provide parents and carers the opportunity to access a non-denominational educational offer, which is currently in high demand particularly for SEND and LAC students. Trust partners have worked for an extensive period of time, building strong collaboration in areas such as curriculum development and innovation leadership. The Trust aims to deliver a broad and balanced inclusive curriculum and will raise outcomes for students whilst supporting schools to achieve 'Good' and 'Outstanding' within new Ofsted framework.

The Trust's vision is to use the shared financial and strategic stability and sustainability to widen the student offer beyond term time and build on the existing provision of learning and wellbeing during the school holidays. This includes mental health support teams and targeted therapeutic intervention for families and children through existing wellbeing centres and services.

Chesterfield High School is an excellent school with high standards, embracing all of the benefits a medium-sized school brings, such as a genuine family atmosphere and the assurance of a warm welcome from staff and students alike.

The school has a strong emphasis on character education as part of the school vision. This involves students gaining national accreditation through the PiXL Edge and Duke of Edinburgh programmes.

The school works in partnership both locally, regionally and at national levels. Examples of these include:

Locally: CAPITAL Group which is Crosby secondary and primary headteachers collaborating on leadership and curriculum links; Sefton Education Co-ordination Group; Everton in the Community; Liverpool Football Club Foundation; Merseyside Violence Reduction Unit; Sefton Safer Partnerships; Sefton NHS Mental Health Support Teams; Sefton Emotional Health and Wellbeing Board and Sefton Education Co-ordination Group.

Regionally: School Improvement Liverpool; Rainbow Trust Teaching Hub and Best Practice Learning.

Nationally: NACE; Holocaust Beacon School Network; Inclusion Quality Mark (IQM) Centre of Excellence; Youth Sports Trust' Football Association Foundation; Teach First; National Institute of Teaching and the Confederation of School Trusts.

The school also operates an extensive ITT programme in partnership with Liverpool John Moores University, Liverpool Hope, the University of Liverpool, Edge Hill and the local SCITT.

The school's vision is clear. We believe that students come first and everything we do reflects this single goal. The school is driven by a strong desire to raise standards for all students by sustaining and enhancing performance and developing the whole child. It is our belief that students can only maximise their potential in a school which enables personalised pathways and sets very challenging targets for everyone. We feel that students can only learn in an orderly school. We do not tolerate bullying. We set clear boundaries for behaviour and have high expectations for everyone.

We know that students can only succeed if they attend good lessons and we support our staff in achieving this with targeted professional development. We also recognise achievements other than academic as raising self-esteem helps to engage students and provide the motivation to work. It is about equity, life chances and putting students first. For everyone the best.

Candidates are asked to complete the application form which is available via Chesterfield High School website, by closing date of 9.00 am on 7th February 2025.

All applications will be acknowledged on receipt.

We look forward to receiving your application.

Yours sincerely



Jan Vicary
Chair of Board of Trustees
Mersey View Learning Trust



Application Process

To submit an application in full, please follow the attached link to the Chesterfield High School website [Chesterfield High School - Vacancies](#) Candidates will be required to create a profile, complete the relevant application questions and submit the same.

Tours of the School

Tours will be held on the following dates and times:

Monday 27th January 2025 between: 1:00-5:00pm

Tuesday 28th January 2025 between 9:00am -11:00am and 1:00pm-3:00pm

Wednesday 29th January 2025 between 9:00am -11:00am and 1:00pm-3:00pm

Thursday 30th January 2025 between 9:00am -11:00am and 1:00pm-5:00pm

Friday 31st January 2025 between 1:00-5:00pm

Please contact jane.cavanagh@merseyview.com to book onto a tour.

Application Guidelines

- Your application letter should be structured around the key requirements of the role as set out in the application pack, providing relevant examples from your career to date which demonstrate why you are a suitable candidate for this role.
- This should be no more than 2,000 words to be submitted in the 'reasons for applying for the role section' which addresses the person specification requirements.
- All fields must be completed as part of the standard application format
- Please ensure that a minimum of two referees are included in your application, your referees will be contacted on the basis that you have been shortlisted and invited to an interview

Key Dates

Closing date for applications **7th February 2025**

Shortlisting will take place on **11th February 2025**

Interviews will be taking place on **3rd and 4th March 2025**

All applications will be acknowledged on receipt.

If you have any queries on any aspect of the application process or need additional information, please contact jane.cavanagh@merseyview.com.

In common with all staff and pupils of the school, the post holder should be aware of the school's policies and implement them as appropriate.

All roles within the school carry the responsibility for safeguarding and promoting the welfare of children.

Chesterfield High School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the school to share this commitment.

The school is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced Disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

The school may carry out an online search on shortlisted candidates as part of our due diligence and in line with Keeping Children Safe in Education. This may help identify any incidents or issues that have happened and are publicly available online, which we may wish to explore with you at interview.

Chesterfield High School Job Description

Job Title	Headteacher
Responsible to	Trust CEO, Board of Trustees
Hours of Work	Full time, permanent
Salary	L35 - L39 (£114,759 - £126,517)

Job Purpose

To establish a culture of outstanding teaching, learning and behaviour management, an ethos of high expectations and an inclusive culture where all students thrive and are safe. The overall purpose of the post is to ensure an outstanding quality of education for all students in the school.

Key Responsibilities and Accountabilities

To provide leadership for, and management of, all students and specifically be accountable for:

- Curriculum, teaching, learning and assessment
- The quality of education of all students, including the most vulnerable, those with SEND and additional needs
- Staff and financially sustainable deployment of resources
- Personal development, behaviour and attitudes and the safeguarding of students
- The post holder will be expected to promote the visions and values of the school and be enthusiastic, collaborative and forward-thinking with all internal and external stakeholders

Leadership and Management

- Work closely with the CEO and the MAT Executive Team to develop a strategic view for the school in its community, analyse and plan for future needs and further develop the school within the local and national context
- Work in close collaboration with other Headteacher's in the Trust to further develop a strongly aligned 0-18school improvement offer
- Alongside the MAT Executive Team lead and manage all staff recruitment to ensure that staff of the highest standards are recruited, selected and retained within the Trust
- Ensure exemplary professionalism from all staff
- Instil an ethos of high expectations for behaviour and achievement of students
- Lead and manage staff professional development and training
- Lead and manage the school's strategic development and maintain/communicate this in the School Improvement Plan
- Maintain strong working relationships with the community, agencies and other stakeholders including parents
- Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities

Curriculum, Teaching, Learning and Assessment

- Lead (through others) the sustainable development and further embeddedness of the Trust teaching and learning ethos, allowing for engaging and effective lessons so that the curriculum is implemented
- Use and support others in using regular assessments to monitor progress, set targets and respond accordingly to the results of such monitoring
- Maintain regular and productive communication with parents to report progress, sanctions and rewards and all other communications
- Work with all Senior Leaders in the Trust to develop the school curriculum, teaching and learning policy and associated timetable
- Ensure that staff effectively use a robust tracking and target setting system for students
- Ensure that regular and meaningful student progress reports are written and shared with students and their families
- Provide information and analysis of data collected according to the requirements of the self-review progress each term

Culture and Ethos

- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Maintain a school culture and ethos that is utterly committed to achieving and developing high aspirations in line with the Trust vision
- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success
- Develop and maintain strong partnerships and ensure regular and productive communication with parents

Operations and Resourcing

- Co-ordination and day to day management of estates and facilities
- Working with Executive Leaders and other colleagues to oversee school finance, facilities, catering, IT and other resources
- Ensure robust operational systems
- Oversee and ensure sustainable and efficient deployment of staff through the use of curriculum led financial planning, including effective and efficient deployment of support staff across the school
- Ensure that the school can function while building work occurs (if necessary)

Supporting the Work of the MAT

- Develop and maintain the ethos of the MAT so that it is intrinsic and permeates all aspects of the school's life and curriculum
- Develop reciprocal and positive relationships with colleagues in the MAT and contribute to collaborative work across the schools
- Promote high standards of personal, professional conduct and integrity as per the MAT Code of Conduct
- Be aware of and comply with MAT policies and procedures, including child protection, financial regulations, health & safety and security, confidentiality and data protection
- Contribute to the overall vision and values of the Trust
- Appreciate and support the role of other professionals
- Work effectively as part of a team
- Attend and participate in relevant meetings as required
- Be flexible and willing to work between different sites across the MAT as required

- Other reasonable duties commensurate with the grade of the post as directed by the CEO

Safeguarding

To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

Person Specification

Each requirement will be assessed in the application form and/or interview or task

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • NPQH • Good Honours graduate • Evidence of appropriate and continuous further professional development 	<ul style="list-style-type: none"> • NPQEL or evidence of working towards • Master's Degree
Skills and Experience	<ul style="list-style-type: none"> • A proven record of successful, senior education leadership • Significant experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school, and/or local authority or School Trust • Experience of delivering effective innovations in curriculum and pedagogy • Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change • In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures • A detailed understanding of the school improvement process and the ability to apply it in challenging circumstances • A detailed knowledge of assessment and the use of data to monitor and raise standards • Understanding of the relationship between financial and human resources and educational outcomes 	<ul style="list-style-type: none"> • Experience of headship in a secondary school.

	<ul style="list-style-type: none"> • Able to inspire, challenge, motivate and empower teams and individuals to achieve high goals • First class ambassadorial skills with an ability to present the school in an authoritative and persuasive manner 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Be a positive role model at all times, a highly effective and respected representative of Chesterfield High School and the Trust • Be approachable and person centred • To be articulate with excellent interpersonal skills both verbally and in writing • Ability to challenge, give feedback and present views to achieve positive outcomes • Inspire trust and confidence across the school community including with parents, governors and members of the local community • To be astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate and resolve conflict and issues imaginatively and solve problems • Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development 	
<p>Improving Learning and Teaching</p>	<ul style="list-style-type: none"> • Outstanding classroom teacher practitioner with the ability to monitor and evaluate performance continuously, in order to improve the quality of teaching and learning and maintain and stretch high standards • Proven ability to secure excellent teaching for all students to enable them to realise their potential • Successful experience of positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding • Able to hold all staff to account for their professional conduct and practice • Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet the personalized learning agenda 	

	<ul style="list-style-type: none">• Proven experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of all students• Exercise strategic, curriculum-led financial planning to meet the best interests of students and the schools' sustainability	
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The following employment checks are required for this position:

- Evidence of satisfactory Disclosure Barring Services Check
- Evidence of entitlement to work in the UK
- Evidence of essential qualifications per the person specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with the appropriate bodies