



George Stephenson  
High School

# Appointment of Headteacher

## From September 2022

*(or asap from Sept onwards)*

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. We would also encourage you to look at our website ([www.gshs.org.uk](http://www.gshs.org.uk)) which contains information that will give you a flavour of our achievements and ethos.

A rare and exciting opportunity has arisen at this highly successful school as we seek to appoint an experienced, committed and talented professional to be our Headteacher from September 2022, or as soon as possible from September onwards. Our current Headteacher is leaving to take on a role at North Tyneside Local Authority after thirteen successful years in post.

We are looking for someone who will:

- expand and develop our vision to deliver continued improvement
- have proven strategic leadership and management experience
- demonstrate improvements in quality of teaching and learning to an outstanding level
- demonstrate the ability to engage, motivate, support and enable others
- foster excellent relationships with staff, students, parents, governors and other stakeholders
- have the care and commitment to ensure that every child achieves their full potential, both academically and as well-rounded individuals
- be able to respond positively to challenge and change
- be approachable to all and promote a happy, safe, inclusive learning environment

We can offer you the opportunity:

- to work with a highly motivated staff team and a committed, supportive and proactive Governing Body
- to actively engage in your continuing professional development
- to develop working relationships with our strong and active partnerships

George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. We genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We are a popular, inclusive and oversubscribed school that is central to our community. The roll has grown from 850 in 2010 to over 1200 today. We were delighted that we were oversubscribed again last September (for the fifth consecutive year) and welcomed 228 new students into Year 7.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. The results of recent parental surveys were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

Our most recent Ofsted inspection was in November 2019 and we are delighted to report that they judged our school to be Good overall, and indeed Good in every single category. We believe that this is a real testament to our students and staff and to how hard we have all worked and how committed we are to providing the best possible educational experience for all of our students. Staff, students, parents, carers and governors all play their part and this report is a reflection of the effort, enthusiasm and determination that they display every day. In the report, Ofsted say that “staff have high expectations for pupils and each other. This is a key ingredient of the school community. During lesson visits, pupils were attentive and respectful. There are strong relationships between teachers and pupils. As a result, pupils have achieved better examination results in a wide range of subjects since the previous inspection”. The care, guidance and support that we provide for our young people was again praised, with Ofsted saying that “staff are well trained to look after and care for pupils. They understand the school’s safeguarding procedures. They are aware of the need to share any concerns with appropriate people. They do so in a timely manner. Pupils know there is always somebody to talk to when they need help. Pupils know how to keep themselves safe.”

They said lots of positive things about the relationships in our school, saying that good relationships and mutual respect exist between students and staff and that our young people are keen to learn and behave well. They also said that the behaviour of students is good, that they manage their conduct well, both inside and outside of the classroom and that they know what is expected of them. As we have always said, our students are a credit to us all and we continue to be immensely proud of them. Inspectors also stated that the care and guidance we offer our students is strong and that we prepare students well for life after school. As a result, the percentage of students going onto successful careers or further education is well above the national average. Personal development, behaviour and welfare were all identified as real strengths of the school. Indeed Care, Guidance and Support at George Stephenson High School have been graded as good or outstanding in our last four Ofsted inspections. This is a result of our pastoral guidance systems in school, the aim of which is to support the learning and development of each individual student through the encouragement of regular attendance, punctuality, good study habits, good behaviour and a positive attitude, and by the monitoring of progress, regular target setting and celebration of achievement.

The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students’ life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities. The tutor groups, under the leadership of the Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students’ welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

If you have passion and energy to inspire and motivate students and staff; a proven track record of success in raising standards; exceptional interpersonal skills and a strong commitment to teamwork and capacity for hard work whilst retaining a sense of perspective and humour then we would love to hear from you. The successful candidate will be an inspirational leader who can demonstrate passion, integrity and a strong record of effective practice.

We have made real progress over recent years and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further. We are a forward looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I hope you are enthused by the enclosed information and choose to apply.

Making the decision whether to apply for a new post is always challenging on a number of levels but hopefully this applicant pack provides you with all of the information that supports you in choosing to proceed and make an application. For an informal and confidential discussion on this post with the current Headteacher please contact Sarah Fitton on [sfitton@gshs.org.uk](mailto:sfitton@gshs.org.uk)

Please submit a letter of application (no more than two sides of A4) and a completed application form for the attention of Mrs Sarah Fitton (Headteacher's PA) by 9am on Monday 16<sup>th</sup> May. We will be shortlisting on Tuesday 17<sup>th</sup> May and expect to hold interviews on Monday 23<sup>rd</sup> and Tuesday 24<sup>th</sup> May. If you have heard nothing by this date you must assume that your application has been unsuccessful.

Yours sincerely

Andrew Elliott – Chair of Governors



**Headteacher**  
**L33-39b (£92,624 - 106,176)**  
**Job Description**

<b>Overall Purpose:</b>	To provide professional leadership and management of the school, to secure its success and improvement, ensuring high quality education for all its students and improved standards of learning and achievement.
<b>Responsible to:</b>	Governing Body
<b>Strategy</b>	<ul style="list-style-type: none"><li>• To provide inspiring and purposeful leadership towards a shared vision</li><li>• To raise attainment and improve teaching, learning and progress across the school</li><li>• To further develop the ethos, values and aims for the school in consultation with staff and governors, students, parents/carers, Local Authority and North Tyneside Learning Trust</li><li>• To ensure that high expectations are communicated and met</li><li>• To ensure a secure, caring, welcoming, happy, stimulating and challenging learning environment</li><li>• To lead the work and organisation of the school and monitor and evaluate the effectiveness of the curriculum taking account of student needs, national and local priorities</li><li>• To build the school's capacity to improve in line with current and future plans in consultation with staff and governors</li><li>• To evaluate and review the impact of policies, priorities, good practice and targets of the school and take appropriate action to address any shortfalls</li><li>• To develop an organisation in which all staff are appreciated and developed professionally and that they recognise that they are accountable for the continued success of the school</li></ul>
<b>Finance and Resources</b>	<ul style="list-style-type: none"><li>• To plan, manage and monitor the use of finances and resources effectively to achieve the aims of the school in conjunction with the Governing Body</li><li>• Work with the governors and Senior Leadership Team as appropriate to recruit staff of the highest quality and to deploy staff effectively to ensure a high standard of education is provided to all learners</li></ul>
<b>Curriculum and Learning</b>	<ul style="list-style-type: none"><li>• Maintain and develop a learning environment, which promotes and secures high quality teaching, effective learning, high standards of achievement, behaviour and discipline</li><li>• To work with the Leadership Team to develop further the skills of all staff based on areas of development identified through the performance management process</li><li>• To monitor, evaluate and enhance the quality of teaching and learning and rates of student progress and attainment across the school, including benchmarking and target setting</li><li>• To make good quality provision for the spiritual, moral, emotional, social and personal development of all students</li><li>• To provide an up-to-date, broad and appropriate curriculum</li></ul>

<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To lead and manage all staff to ensure that the highest standards are demonstrated and delivered at all times</li> <li>• To ensure that appropriate opportunities for continuing professional development for all staff are in place</li> <li>• To enable leaders at all levels in the school to develop further their leadership skills</li> <li>• To further develop a meaningful Performance Management framework in order to achieve high levels of organisational performance</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>• To provide full information, advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement and achieving efficiency and value for money</li> <li>• To continue to develop and enhance the positive profile of the school</li> <li>• To foster good relationships with all partners and stakeholders for the benefit of students, parents/carers and the community</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>• To maintain a safe and stimulating environment for students and staff</li> <li>• To maximise the use of accommodation and facilities on the site for all users, while meeting Health and Safety regulations and ensuring accessibility for all</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• To engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up-to-date and developed</li> </ul>

The Job Description is current at the date shown, but in consultation with the post holder, the Governing Body may choose to amend or alter the job description to reflect or anticipate changes in the role commensurate with the grade.

Whilst every effort has been made to detail the main duties and responsibilities of the post, each individual task and duty to be undertaken has not been identified.

The Headteacher will be expected to comply with any reasonable request from the Governors to undertake work of a similar level that is not specified within this job description.

The Headteacher will be expected to work to relevant health and safety agendas and exercise a duty of care at all times to all students and staff in the school. Furthermore it is expected that there will be a commitment to equality and diversity by the Headteacher

This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current Conditions of Employment in the School Teachers' Pay and Conditions as they relate to Headteachers.



<ul style="list-style-type: none"> <li>• Confident and assertive when working with a wide range of stakeholders</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Experience of leading and managing a diverse range of colleagues from across the school</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Ability to articulate vision, ethos, values and secure active support to translate them into effective practice</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Ability to lead staff effectively, inspire and motivate, empower, support and challenge to deliver improvement and excellence in all areas of provision</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Be a highly visible and accessible presence across the school</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Develop relationships that ensure high levels of respect and good behaviour</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Strategically lead and effectively manage the school's budget, facilities and resources</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Ability to respond positively to challenge and change</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Ability to communicate openly and honestly with governors</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Ability to foster excellent relationships with existing staff, students, parents, governors and other stakeholders</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Ability to analyse information from a wide variety of sources to solve complex problems and communicate this simply and effectively</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Ability to maintain and develop partnerships with parents/carers by encouraging active involvement and co-operation in their child's education</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Ability to maintain and further develop local community and parent school links to promote the reputation of the school</li> </ul>	✓		A, R, I
<b>Personal Attributes</b>			
<ul style="list-style-type: none"> <li>• A reflective practitioner and with good listening skills</li> </ul>	✓		R, I
<ul style="list-style-type: none"> <li>• Well organised &amp; prepared with good time management skills</li> </ul>	✓		R, I
<ul style="list-style-type: none"> <li>• Flexible, hardworking and diligent</li> </ul>	✓		R, I
<ul style="list-style-type: none"> <li>• A proactive problem-solver</li> </ul>	✓		R, I
<ul style="list-style-type: none"> <li>• Ability to maintain optimism, enthusiasm and energy, even in the most difficult of circumstances</li> </ul>	✓		R, I
<ul style="list-style-type: none"> <li>• Committed to inclusion, equality and diversity</li> </ul>	✓		R, I
<ul style="list-style-type: none"> <li>• Committed to ensuring that every student achieves their full potential</li> </ul>	✓		R, I
<ul style="list-style-type: none"> <li>• An effective communicator – verbal and written.</li> </ul>	✓		A, R, I
<ul style="list-style-type: none"> <li>• Have a high degree of personal integrity</li> </ul>	✓		R, I
<ul style="list-style-type: none"> <li>• Ability to engage, motivate, support and enable others</li> </ul>	✓		R, I

**A = Application form and letter      I = Interview process**

**R = References**

## **SUPPORTING INFORMATION**

### **How to Apply**

Completed application forms should be submitted by email to [sfitton@gshs.org.uk](mailto:sfitton@gshs.org.uk) by 9am on Monday 16<sup>th</sup> May 2022. Emailed applications are required and CV's will not be accepted.

### **Selection Process**

We will be shortlisting on Tuesday 17<sup>th</sup> May and expect to hold interviews on Monday 23<sup>rd</sup> and Tuesday 24<sup>th</sup> May.

### **Salary**

The salary for the post between £92,624 - £106,176 per annum (L33 – 39b) of the School Teachers' Pay and Conditions Document. You will be paid monthly on the 22<sup>nd</sup> of each month.

### **Pension**

On joining the school you will automatically be included into the Teachers' Pensions Scheme (TPS) unless you are employed on a contract for less than 3 months. A Pension contribution is deducted from your monthly pay depending on your annual salary.

### **Medical Clearance**

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

### **Notice Periods**

Notice periods are in accordance with the School Teachers' Pay and Conditions Document.

#### Headteachers

- to leave by 31 December, notice must be given before by 30 September,
- to leave by 30 April, notice must be given before 31 January,
- to leave by 31 August, notice must be given before 30 April.

### **Terms and Conditions**

Your terms and conditions of employment are those laid down by the Teachers Pay and Conditions Document.

### **Safeguarding**

George Stephenson High School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.