



**Minehead Middle School**  
Strive for excellence

# Headteacher

Candidate Pack





# Welcome from our CEO

**Dear Applicant,**

Thank you for your interest in the post of Headteacher at Minehead Middle School. Minehead Middle School is part of Beacon Education (BE) and it gives me great pleasure to share with you information on our Trust, its history and aspirations for the future. We are proud to offer a comprehensive educational offer from birth to thirteen years of age. We understand and embrace the responsibility that is given to all members of the Trust team to deliver an enriched high-quality education that will enhance life opportunities for all our pupils.

Our four Early Years settings, four first and two middle schools have a shared commitment and vision, aiming to build an inclusive, supportive, considerate community of lifelong learners, who are self-aware, reflective of the thoughts and beliefs of others and aspire to make a positive difference to the world in which we all live. Each of our educational establishments holds its own vision and ethos, underpinned by the Trust's core values; it is our belief that working together as a family of schools we can share expertise and skills. It is our intention to collaborate both within our Trust family and neighbouring schools and Trusts sharing best practice and innovation. Adaptability is modelled by all staff, as a result we are working more efficiently at harnessing our depth of talent at our disposal to impact the widest spectrum of pupils.

We are committed to improving the quality of education for every child in our care. Our core values of Ambition, Respect and Excellence will be promoted, aiming for a culture in which everyone is able to feel valued, and where all achievements and efforts are celebrated. Working together in a safe, caring and stimulating environment, where all stakeholders are Always Learning! As an organisation we are reflective, recognise our staff and pupils are our most precious commodity, without them we are nothing. More information can be found on BE at <https://beaconedu.uk/>. You can also view our video at [https://www.youtube.com/watch?v=G\\_GiMnQPogA](https://www.youtube.com/watch?v=G_GiMnQPogA)

Please review the information that will provide you with a sense of what the trust is all about and what working within and alongside Beacon Education can offer.

I hope that you share the sense of optimism for the future of children within our community.

I look forward to meeting you soon to continue the discussion.

**Robert Lakin**  
**Chief Executive Officer**  
**Beacon Education**







Minehead Middle School is located in the beautiful West Somerset countryside in the town of Minehead. Built on a large, central site, the Middle school accommodates 605 pupils aged 9 -13 and employs approximately 100 staff. The school premises now combine the best of modern design with the beautiful old grammar school buildings, creating a secure and welcoming environment which supports and enhances the learning of all our children. The school boasts spacious playing fields and play areas on a 10 acre site. There is a large hall which is used for assemblies, lunch and theatre performances and a separate, large well equipped gymnasium. There are also specialist rooms for music, science, design and technology (DT) and art.

At Minehead Middle School, we pride ourselves on academia and focus on helping children cultivate a love and understanding of mathematics, reading and writing. All pupils are given the opportunity to learn an instrument or join the school choir, with many developing a lifelong passion for music. Furthermore, participation in sports is encouraged and children are able to represent the school through house competitions and local fixtures. The boost in confidence and self esteem which this provides should not be underestimated.

Children of all abilities and backgrounds flourish in our school and staff are strongly committed to ensuring our pupils become the very best they can be. It is a real pleasure to work with these children on a daily basis as well as our passionate, talented and hardworking members of staff.

We are an inclusive school, accepting individualism and diversity in all our learners as starting points for development. Learners support each other and are able to work independently, together in pairs, small groups and as a whole class. Teachers take account of the range of learning styles and this is apparent in their teaching. We have an active School Council where the student voice is heard and acted upon ensuring that children come first in our school. Our behaviour code ensures that pupils are well behaved and show respect for each other.





# Minehead Middle School

Minehead Middle School provides opportunities for children to develop as independent, confident and successful learners. The primary focus of our curriculum is to see learning as an intrinsically connected web fostered to raise aspirations, engender a sense of personal pride in achievement, provide a purpose and relevance for learning and ultimately to help every student find strengths and interests. Our curriculum is designed to ensure children strive for excellence, have high aspirations and understand how to make a positive contribution to their community and the wider society. There is a central focus on developing children's moral, spiritual, social and cultural understanding. Minehead Middle ensures that children are well prepared for life in modern Britain and the next stage of their educational career.

The curriculum at Minehead Middle is carefully designed to ensure coverage and progression; children's knowledge and skills are expanded and honed through varied curriculum opportunities which build on prior learning and make explicit links to other curriculum areas. This provides rich and diverse experiences from which children can acquire a breadth of core knowledge and develop a range of transferable skills. High quality visits and visitors into Minehead Middle are also well designed to enhance and compliment the curriculum.

Minehead Middle School provides a highly inclusive environment where every learning opportunity is exploited. The curriculum design ensures that the needs of individual and small groups of children can be met within the environment of high quality teaching, supported by targeted, proven interventions where appropriate. The curriculum has been carefully crafted, giving all children the opportunity to thrive and develop as individuals. Children achieve their potential through staff recognising and supporting children's individual learning needs and starting points. Enjoyment of the curriculum promotes achievement, confidence and good behaviour.

Systematic assessment for learning and recording of learner's progress enable focused target setting and appropriate challenge to be built into planning for all learners. Teachers know their pupils well and provide individual learning plans that will raise standards and ensure that each child reaches and exceeds their challenging targets. Stimulating extra-curricular activities support and extend learning experience for all age groups and resources are targeted to enhance all areas of the curriculum. Data is used as a starting point by staff as a tool to identify vulnerable pupils and intervention is arranged to improve or extend learning when needed.



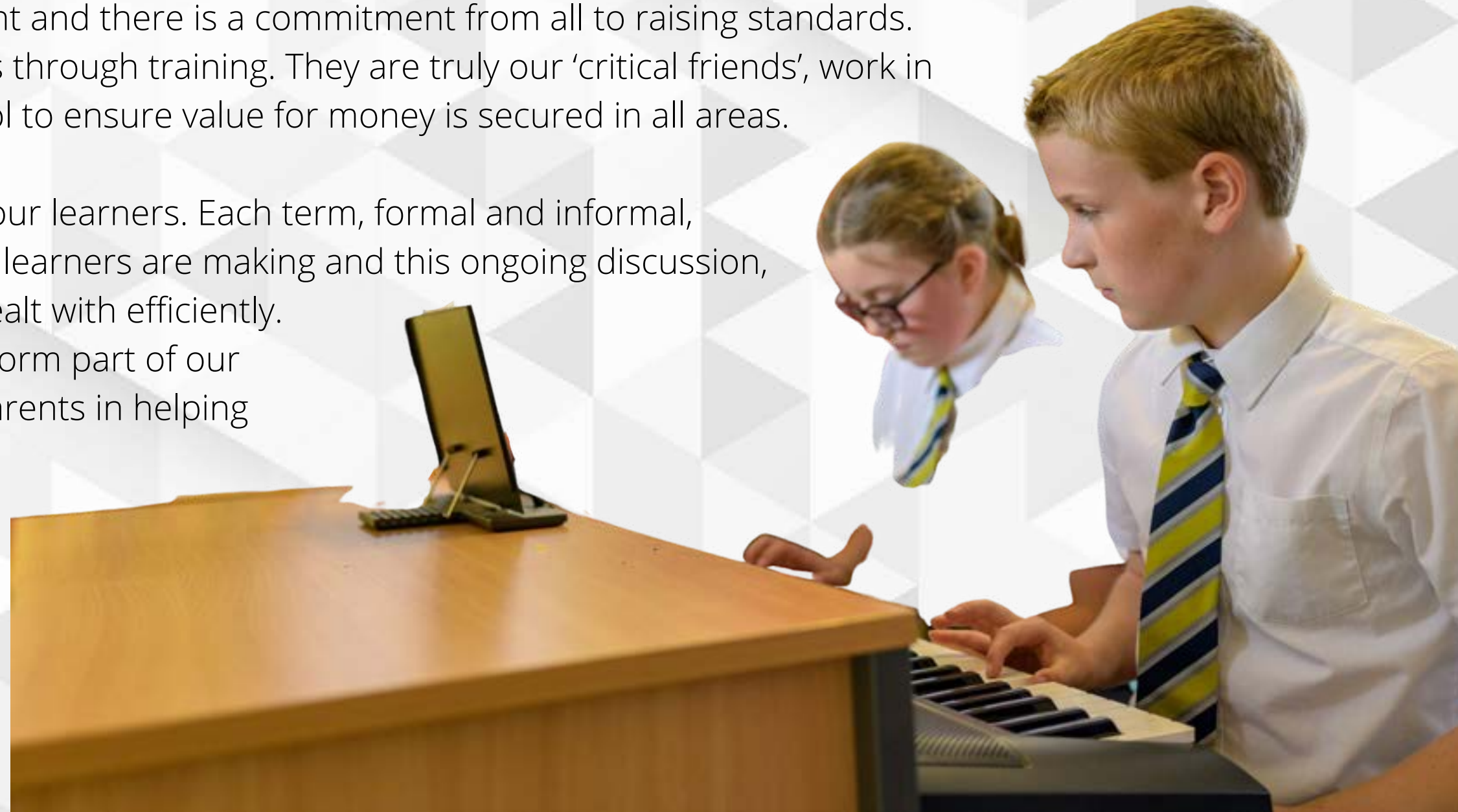
# Minehead Middle School

All staff enjoy coming to work at MMS. We have a good sense of humour, speak with enthusiasm to pupils and smile a lot. We are passionate about learning, creativity and innovation. We are committed to the ethos we have collectively developed. We see ourselves as learners too, and actively aim to develop our own skills as well as those of the learners in their care. We work together as a close team helping, supporting and trusting each other to continually improve teaching and learning for learners across the school. Many of our staff have talents that they are willing to teach across the key stages and pupils enjoy the progression and continuity that this brings to the curriculum.

Our Academy Improvement Board (AIB) members are hard working and are hugely supportive. The AIB is well informed and work with the Head Teacher and Senior Leadership Team, are actively involved in setting the strategic direction of the school and monitoring progress. The School Improvement Plan is focused on continual school improvement and there is a commitment from all to raising standards. This is evidenced through the number who improve their skills through training. They are truly our 'critical friends', work in partnership with the staff and monitor all aspects of the school to ensure value for money is secured in all areas.

School and parents/carers work together in partnership with our learners. Each term, formal and informal, opportunities are given to talk to teachers about the progress learners are making and this ongoing discussion, with clear and focused information, ensures that issues are dealt with efficiently. Short after-school workshops and information evenings help form part of our commitment to enhancing the learning agenda by involving parents in helping their children learn outside school.

**If you can relate to the features of our school and feel you can contribute to developing the school further then we would very much like to hear from you.**





# Job Description

## Key Accountabilities, Duties and Responsibilities

- Take the lead role on working with the Trustees and the CEO to continue and deliver the Trust wide vision, which embraces excellence at all levels, high standards and inclusion. Translate the vision into a development plan that meets the specific needs of the school, and implement it successfully.
- Have direct impact in securing achievements to the highest level for all pupils through uncompromising high ambition.
- Maintain the positive climate in the school which enables all pupils to display exemplary behaviour.
- Lead by example and hold all staff to account for their professional conduct and practice.
- To continue to foster an open, transparent and equitable culture.
- Be responsible for the implementation and application of policy and practice relating to the internal organisation, management, and control of the school.
- Managing finance and resources astutely to maximise their use and value.
- Build and sustain effective relationships with the Academy Improvement Boards and Parent and Community Groups to ensure effective governance of the school.
- Build, develop and maintain effective relationships with parents/carers and all members of the school and wider community to enhance the education of all pupils, and to enhance the reputation of the school and Trust.
- Continue effective relationships with the Trust and local schools, to drive standards and continuous improvements.
- Have ambition and strategic aptitude to seize opportunities for the school
- through the sharing and receiving of best practice and expertise from across the wider educational communities.
- **Carry out duties in line with the four Headteacher 'Excellence as Standard' domains as follows: (see overleaf)**





## Qualities and Knowledge:

- Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils of the school.
- Demonstrate optimistic personal behaviour, positive relationships, and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example – with integrity, creativity, resilience, and clarity drawing on their own scholarship, expertise, skills and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision and ethos, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and ethos and drive the strategic leadership, empowering all pupils and staff to excel.





## Pupils and Staff:

- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by actions or inactions.

## Efficient Systems, Process and Resources:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Deliver Trust approved rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice





# Person Specification



	Essential	Desirable
<b>Qualifications and Experience (Career Development)</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of appropriate professional development</li> <li>• Experience of successful Senior Leadership – Headteacher or Deputy Headteacher, in relevant school phase(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully completed NPQH or equivalent</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of consistently 'good' and 'outstanding' teaching</li> <li>• Proven ability in using strategies to raise achievement for all groups of learners</li> <li>• Sound understanding of assessment and its impact on children's achievement</li> <li>• Have knowledge of current educational thinking including new and impending initiatives</li> <li>• Capacity to create a fully inclusive provision where all pupils make good progress</li> </ul>	
<b>Leadership Qualities</b>	<ul style="list-style-type: none"> <li>• Proven, demonstrable Leadership abilities in a school setting</li> <li>• Ability to lead the Senior Leadership Team developing a vision and strategic plan for the school</li> <li>• Ability to develop teams effectively</li> <li>• Effective delegation skills</li> <li>• The ability to promote by personal example the positive behaviour of children within the school community and beyond</li> <li>• Strong communicator both within the school and the wider community, with the ability to develop key strategic partnerships</li> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and strategic financial management</li> <li>• Ability to communicate a vision and inspire others</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership experience in a Middle/ Secondary school setting</li> <li>• Understanding of challenges that face leadership teams within a Multi Academy Trust structure</li> </ul>
<b>Management Skills</b>	<ul style="list-style-type: none"> <li>• Concise understanding of curriculum and teaching and learning strategies that impact pupil outcomes</li> <li>• Ability to manage staff effectively and sensitively</li> <li>• Engage the school community in a systematic and rigorous self-evaluation of the outcomes of the school</li> <li>• Knowledge of current legislation and developments in education</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of controlling a budget</li> <li>• Experience of curriculum design and innovation</li> </ul>
<b>Key Personal Qualities and Characteristics</b>	<ul style="list-style-type: none"> <li>• Ability to motivate, challenge and influence others to attain goals</li> <li>• An understanding of a range of managerial styles including coaching to develop colleagues</li> <li>• An ability to motivate and inspire pupils through personal engagement</li> <li>• A relentless desire to improve school standards</li> <li>• A commitment to growing a positive collaborative ethos across the school community</li> <li>• Excited by the possibilities that working within a growing Multi-Academy Trust offers</li> <li>• Ability to work well under pressure</li> <li>• Good sense of humour</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Comprehensive understanding of Safeguarding children</li> <li>• Demonstrable commitment to inclusive teaching and learning</li> <li>• Awareness of the effects of discrimination on pupils, parents, colleagues and policy</li> </ul>	





## Minehead Middle School

Ponsford Road

Minehead

Somerset

TA24 5RH

**How to apply:** We encourage and welcome visits from all prospective candidates to Minehead Middle School for an informal tour and discussion. To arrange a visit or book a telephone conversation to discuss the role further, please contact Jo Reynolds, EA to our CEO Mr Robert Lakin on 01643 300145 or via email [jreynolds685@beaconedu.uk](mailto:jreynolds685@beaconedu.uk)

**Please email your application to:** [HR@beaconedu.uk](mailto:HR@beaconedu.uk)

**Closing date:** 9am on Friday 10th February 2023

**Shortlisting date:** 10th February 2023

**Interview dates:** Week commencing 20th February 2023



**BEACON EDUCATION**

AMBITION RESPECT EXCELLENCE