



Headteacher Information Pack

Teignmouth Community School





Headship has never been an easy job and with the challenges and uncertainties posed by Covid it promises to be no less a task. Against that, the rewards of leading a successful school community are considerable and the successful candidate can play a fulfilling role both in the Osprey Learning Trust and the wider community.

Devon is a pleasant place to live, and its mild climate is augmented by wonderful countryside, notably Dartmoor, and a varied coastline. Teignmouth is a thriving town and has a population approaching 15,000 people.

Originally a fishing port but developed a reputation as a seaside resort from the late 18th century. As a seaside resort it still thrives and the docks remain busy. The population faces the difficulties and enjoys the benefits of many coastal towns.

We are looking for an experienced person who will not only lead the school, but also play a leading part in the Trust and to build close ties with all the primary schools and neighbouring secondary schools.

Osprey Learning Trust is a well-established Multi-Academy Trust, consisting of the secondary school and four primary schools at the moment, but about to merge with Estuaries Multi Academy Trust. The latter comprises two secondary schools and one primary school. The merger has yet to be completed, but both trusts have a will finish the job and there will be benefits for all concerned once the unification has been achieved.

Governance is strong, from the members of the MAT, through the Trust board and to the Local Governing Bodies. The Trust seeks to maximise the benefits for its schools, largely through collaborative working, but recognises that schools' autonomy has its place as well. The Trust is in a very strong financial position.

All the schools bar one were rated as Good by OFSTED at their last inspection. The exception was the 11-18 part of TCS and it goes without saying that there is a determination among all concerned to ensure that the school is categorised as at least Good when OFSTED next visit. To that end, the new Head will enjoy the unswerving support of all those involved with the Trust.

We want someone with drive and ambition who will provide the leadership and management to enable Teignmouth Community School to become an outstanding school and to ensure all its pupils realise their potential, not just in academic terms, but as rounded people who will become valuable and valued members of society.

Tony Smith
Chair of the Trust Board



Thank you for considering the role of Headteacher at Teignmouth Community School, Exeter Road. We aim to provide all pupils and staff with the opportunities to develop and thrive as fulfilled members of society, care and support all to be safe and happy in enriching and exciting environments and ensure that all pupils have every chance to achieve the best possible qualifications, skills and knowledge they can in order to succeed in their futures.

With a over 1000 students the school serves our coastal community situated in Teignmouth south Devon and the surrounding areas. The school is equipped with everything that could be expected of a modern secondary school to support a broad and enriched curriculum, including, but not limited to, an excellent arts centre, a diverse range of options through keys stage 3 and 4, and a 6th form centre supporting a high achieving key stage 5. As well as the on-site facilities, the school make extensive use of resources outside of the school gates; from collaboration with schools in the Osprey Learning Trust and local community organisations, recently signing up to the UN Rights Respecting Schools initiative. We also make use of the natural resources on our doorstep from the coastline to Dartmoor; providing the children with a range of experiences they will never forget from a surf club to the Ten Tors challenge.



It is important that the children come to school feeling safe, welcomed, and cared-for, and whatever their background or educational needs they leave the school inspired and empowered to achieve to the best of their abilities and ambition. This is exemplified by the school values and we pride ourselves on the pastoral support offered by staff who are experienced, committed and engaged. The continuing professional development of staff is strongly supported to ensure that quality of teaching is a core priority. The school received a 'Required Improvement' evaluation following an Ofsted inspection in October 2019. Great strides have been made on the schools journey toward hopefully being recognised as 'good', and we are looking for someone with the right qualities, experience and passion to provide the leadership needed to develop our school even further for the benefit of the children, families and community it serves, if you believe you can offer the right skills we'd be delighted to receive your application.

Mark McCarthy

Chair of the Local Governing Body, Teignmouth Community School

Dear Applicant,

We are seeking to appoint a Headteacher for Teignmouth Community School, Exeter Road who will work in partnership with the school's leadership team and the wider partnership of Trust schools. There are many opportunities to collaborate with others and to work in full partnership with others across our soon to be expanded Trust.

On 1st June 2022, Osprey Learning Trust will merge with Estuaries Multi Academy Trust to form an expanded trust with a new name, Ivy Education Trust. This will bring together two small trusts to form an 8-school mixed phase trust and include one church school. The schools are all located in Teignbridge in Devon and span from the market town of Newton Abbot along the coast from the Teignmouth Estuary to the boundary with Exeter at the Exe Estuary. We believe that geographically, educationally, and financially the merging of the two trusts is absolutely the right thing for the students and families that we serve and the staff we employ. The merger has received support from the RSC office and the EDEN boards, as a model of how two small trusts can come together.

As the Headteacher of Teignmouth Community School, Exeter Road your vision and enthusiasm will help drive the development and delivery of a motivating and engaging curriculum and continually develop the quality of teaching and learning. The successful candidate will also benefit from working with our Executive Director of Education, who has been in education for over 20 years and worked in 7 different secondary schools with a proven track record of school improvement as senior leader, Headteacher, Executive Headteacher and CEO.

For the right individual, this is a rare and exceptional opportunity. I recognise the time-consuming nature of the application process but believe that the right candidate will see that Teignmouth Community School, Exeter Road, with its dedicated staff and students, has the potential to become one of the best schools in the area.

Visits to the school are encouraged, please contact me to make arrangements. For those further away a phone or video call is encouraged to discuss the post, school and the application process, again please contact me to arrange a mutually convenient time.

You will be required to show the original documents confirming your professional qualifications, if selected for interview and to successfully undertake a new DBS check prior to confirmation of the job offer. **The Osprey Learning Trust places the utmost priority on child safeguarding.** The job will also be conditional on the receipt of two satisfactory references, evidence of qualifications and a medical check.

We look forward to receiving your application
Yours Sincerely

Katy Quinn
CEO



Please fill in the application form and send to Scott Deeming by **Monday 20th June 2022 at noon**. Late applications will not be considered .

Applications can be forwarded via email to scott.deeming@ospreylearningtrust.co.uk

or in writing to Osprey Learning Trust, c/o Teignmouth Community School, Exeter Road, Teignmouth, Devon, TQ14 9HZ

Interviews will be held on 29th and 30th June



Aims & Objectives



We want to enable all pupils to reach their potential

We will achieve this by:

- Ensuring all schools attendance is as high as possible
- Continuing to develop personal learning programmes tailored to pupils' interests and aspirations
- Ensuring that all learning is differentiated and scaffolded to meet pupils' needs
- Striving to develop the Trust to an optimum size which enables economies of scale and optimum performance



We want teaching and learning in our schools to be of the highest calibre

We will achieve this by:

- Ensuring we have robust recruitment processes in place so that we can appoint the best staff available
- Continuing to develop a curriculum which satisfies legal requirements but also enables individual schools to maintain their own unique elements
- Building close relationships with parents and the community to assist with pupils' learning and build social capital
- Giving pupils additional opportunities through a vibrant programme of extra-curricular activities



We want all levels of the governance in our Trust to be exemplary

We will achieve this by:

- Appointing the best people available at each level
- Involving and developing members, trustees and governors so that they are able to discharge their duties to the best of their ability
- Continuing to develop governance structures which reflect the needs of the Trust but also play to the strengths of members, trustees and governors



We want to have central systems that are efficient and support leaders to focus on school improvement

We will achieve this by:

- Ensuring a flow of information to members, trustees, governors and staff in schools which is timely and relevant
- Continuing to build systems that enable easy access to information both within and beyond the Trust
- Continuing to develop the website for the benefit of people within and beyond the Trust





Excellence in Learning

Purposeful Collaboration | Aspirational Curriculums | Heart of the Community

HEADTEACHER

Teignmouth Community School, Exeter Road





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HEADTEACHER

Teignmouth Community School, Exeter Road

Osprey Learning Trust (OLT) is seeking to appoint an exceptional person with vision, energy and inspirational leadership to the position of Headteacher at Teignmouth Community School, Exeter Road (TCS). We are looking for the successful candidate to start in January 2023.

Teignmouth Community School, Exeter Road site is an inclusive, mainstream, comprehensive secondary school with a sixth form. We deliver a broad and exciting curriculum including a number of level 2 and 3 qualifications. We offer a wide range of extra-curricular opportunities that students enjoy, including drama, sports and leadership activities such as Ten Tors.

The school received a 'requires improvement' judgement at the previous Ofsted inspection in October 2019. Whilst the school is embarking on an ambitious and swift improvement journey, the inspection team did comment that the curriculum in many subjects is well developed, and teachers listen to students' views. Many initiatives are underway, and this opportunity presents a rewarding challenge for an experienced leader with a proven track record in rapid school improvement.

Osprey Learning Trust is well-established and will merge with Estuaries Multi-Academy Trust, this will result in a number of advantages. Staff are able and dedicated to improving the life chances of every pupil that attends its five schools, based around the natural geography of the River Teign and Exe estuaries. We work closely with all schools within the Trust to ensure Excellence in Learning for all. We believe in strong collaboration amongst schools tempered by distinctiveness and independence. OLT aims for a common approach and sharing of experience and expertise without dictating how our schools should be run, a balance between the opportunities afforded by a Trust and the development of the individuality of schools.

The Headteacher of Teignmouth Community School, Exeter Road, will have overall responsibility for the organisation, management and ethos of the school. You will provide leadership and assist with the delivery of the OLT vision to ensure the achievement of the highest possible standards of education at the school. The Headteacher is accountable to the CEO, Local Governing Body and to the Trust Board.

If, having read the job description and person specification, you believe you have the skills and attributes to successfully take on this exciting role and make a real difference to the outcomes for the children at TCS, Exeter Road, then we warmly welcome your application.

The closing date is noon on **Monday 20th June 2022**. Interviews will be held on **29th and 30th June 2022**. For an informal discussion, or to arrange a school tour, please contact Mrs Katy Quinn, CEO via email at katy.quinn@ospreylearningtrust.co.uk. Application forms and further information are available from our website. <https://www.ospreylearningtrust.co.uk/trust-vacancies> or via email to Scott Deeming scott.deeming@ospreylearningtrust.co.uk

Job Description

Job Title:	Headteacher
Location:	Teignmouth Community School, Exeter Road
Responsible to:	Chief Executive Officer
Salary:	L32-L38 (relocation package available for the right candidate)
Contract:	Permanent
Start Date:	January 2023 or sooner by negotiation
Job Reference Number:	OLTHTER-22

Key Purpose of Job

To provide professional leadership for the school which secures its continuing success and improvement, ensuring high quality education for all its students and excellent standards of learning and achievement.

Ethics and Professional Conduct

- Uphold and demonstrate the 'Seven Principles of Public Life' at all times – selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Ensure public trust in school leadership and maintain high standards of ethics and behaviour
- Build relationships rooted in mutual respect and, at all times, observe proper boundaries appropriate to professional position
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity
- Uphold fundamental British values <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020-fn3>, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit professional position, students' vulnerability or might lead students to break the law
- Ensure the best interests of the school's students are served at all times, conduct oneself in a manner compatible with the influential position by behaving ethically, fulfilling professional responsibilities and modelling positive behaviour
- Be accountable and accept responsibility
- Know, understand and act within the statutory frameworks which set out the professional duties and responsibilities of a Headteacher
- Take responsibility for one's own continued professional development, engaging critically with educational research
- Make a positive contribution to the wider education system

School culture

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where students experience a positive, enriching and fulfilling school life
- Uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment

- Ensure a culture of high staff professionalism and consistency across all staff who are employed by the school

Teaching and Learning

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative and summative assessment
- Determine, organise and implement a policy for the personal, social and moral development of students
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all students in the school
- Promote extra-curricular activities in accordance with the educational aims of the school

Curriculum and assessment

- Ensure a broad, structured and coherent curriculum entitlement which sets out the concepts, skills, values and knowledge that will be taught
- Establish effective curriculum leadership, developing subject leaders with high levels of relevant expertise and with access to professional networks and communities
- Ensure valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum

Behaviour

- Establish and sustain consistently good expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students
- Ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

Additional and special educational needs and disabilities

- Ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice

Professional development

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development

- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational management

- Ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Provide inspiring and purposeful leadership for the staff and students and to ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and support its vision and aims
- Ensure that school policies and practices take account of national, local and school requirements
- Ensure rigorous approaches to identifying, managing and mitigating risk

Leading and Managing Staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of all members of staff, including those of Headteacher
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which s/he Headteacher would benefit from further training herself/himself
- Ensure that the Deputy Headteacher or other suitable people, assume responsibility for the discharge of the Headteacher's role during any absence from School

Continuous school improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit School effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained School improvement over time and report to the Governing Body/Trustees, as required

Efficient and Effective Deployment of Staff and Resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided
- Make arrangements for the security and effective supervision of the School buildings, their contents and the grounds

- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money

Working in partnership

- Work with the Trust Board, the Local Governing Body, staff and parents promoting sustaining and developing the ethos and values which underpin the school
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community and outside agencies
- Commit the school to working successfully with other schools and organisations in a climate of mutual respect, challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students

Governance and accountability

- Understand and welcome the role of effective governance, upholding the obligation to give account and accept responsibility
- Establish and sustain professional working relationships with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the School effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Other Duties

- Follow the School's ICT policy for safe use of ICT
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to adhere to the Trust safeguarding policies
- Comply with legislation, policies and procedures relating to confidentiality and data protection
- Work in compliance with the Codes of Conduct, Regulations and policies of the School and its commitment to equal opportunities
- Comply with the Trust Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- Undertake any other duties not detailed above commensurate with the level of the post.

Person Specification

Headteacher

Criteria		Essential	Desirable
Qualifications			
Honours degree or equivalent		✓	
Qualified Teacher Status (QTS)		✓	
NPQH and Higher Education qualification other than initial teacher training		✓	
Evidence of recent and relevant training and development at headship level and/or in preparation for headship		✓	
Professional Experience and Knowledge			
Substantial experience of teaching		✓	
Successful strategic experience of leading and managing at a senior level in a secondary school or other educational organisation		✓	
Experience of working collaboratively at a senior management level		✓	
In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a school/academy		✓	
Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change		✓	
Experience of successfully raising standards for all		✓	
Personal Aptitudes, Qualities and Skills			
High expectations and the ability to promote and deliver the School's vision, ethos, priorities and targets		✓	
Articulate and approachable with excellent interpersonal skills both orally and in writing		✓	
Experience of working with and presenting to Governors/Trustees		✓	
Proven sound decision-making skills combined with the ability to lead, influence and manage change from inception to completion		✓	

Criteria		Essential	Desirable
Astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate and resolve conflict		✓	
Proactive, innovative and versatile with a high level of drive, energy and enthusiasm, resilience, reliability, integrity and a sense of humour		✓	
Able to relate with empathy to parent/carers, staff, students, Governors/Trustees and the wider community and deal with issues that arise with fairness and in the best interest of the School and its students		✓	
Leading Teaching and Learning			
An excellent classroom teacher practitioner with the ability to monitor and evaluate performance of others continuously in order to improve the quality of teaching and learning		✓	
Proven track record of high-quality academic outcomes from students taught		✓	
Experience of successful positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance remain excellent		✓	
Experience of successful curriculum development along with an understanding of the issues associated with choice and flexibility tailored to meet individual needs		✓	
Proven experience in the use of assessment to drive progress and raise standards		✓	
Evidence of using data, benchmarks and feedback to monitor and judge progress		✓	
Recognition and promotion of the role parents, carers and families play in helping children and young people succeed and thrive		✓	
Leading and Managing the Organisation			
Experience of and commitment to working with the Governing Body/Trustees		✓	
Proven record of providing vision, a sense of purpose and high aspirations		✓	
A high-profile role model with a professional approach that demands accessibility, excellence, confidence, trust and respect of the entire School and wider community		✓	
Evidence of highly developed skills in appraisal and performance management, recognising high performance and tackling underperformance through to resolution		✓	

Criteria		Essential	Desirable
Understanding of effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money		✓	
Evidence of successful coaching and mentoring of staff		✓	
Evidence of the skills to harness the potential of ICT for the benefit of the School around the delivery of the curriculum and School support systems		✓	
A demonstrable understanding of the processes of safeguarding and safer recruitment and safeguarding procedures		✓	
Committed to sustain a safe, secure and healthy School environment		✓	
Accountability			
Proven experience of successful school self-evaluation and accountability and school improvement processes		✓	
Experience of successfully securing and raising standards in an inclusive school and working with external agencies locally, nationally and/or internationally		✓	
Specific Requirements			
Suitability to work with children		✓	
A commitment to and evidence of promoting diversity and equal opportunities within a school, curriculum and in employment practice		✓	
Demonstrate the importance of work life balance and personal well-being		✓	