



# THE STOURPORT HIGH SCHOOL & SIXTH FORM COLLEGE



## Headteacher APPLICATION GUIDE

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### APPLICATION CLOSING DETAILS

Closing Date: 17th March

Closing Time: 9am

Interviewing Week Commencing: 24th March



# Chair's Welcome

Dear Applicant

Thank you for interest in our post of Headteacher at The Stourport High School and Vith Form College and I am delighted that you are considering joining our trust.

I am proud to chair our small board of governors which is focused on sustainable school improvement in a period of cultural growth. Stourport is a vibrant area with a keen local desire to manifest strong links between all community hubs.

We are a school which faces today's challenges with confidence, optimism and seriousness of purpose and, as governors, we seek an exceptional individual to lead us forward.

Our new Headteacher will build on the firm foundations currently being laid and sustain consistency in the provision of the highest quality of teaching and adaptive practice. As an outstanding practitioner and confident communicator our new leader will be able to forge very strong relationships with stakeholders and the local community in leading the school to be a force for social cohesion.

Polly McMeeking MA(Ed)  
Chair of Governors

## About Our School

At Stourport High School we foster an environment where every child celebrates their own success and the success of others.

As a school at the heart of its community, we aim to be a vibrant hub, fostering strong bonds within our community and offering opportunities for growth and shared experiences.

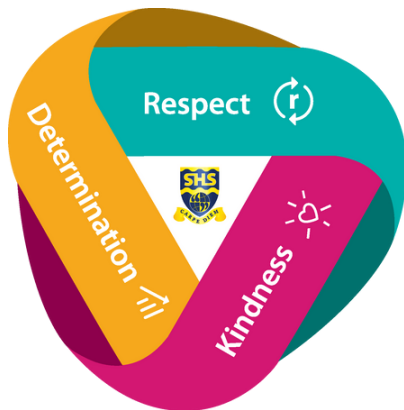
We believe in developing well-rounded individuals, nurturing character and well-being and actively teaching our core values, to create a supportive environment where every student feels valued and empowered.

We celebrate diversity and are committed to providing an inclusive education where everyone can thrive. Our approach is personalised and collaborative, ensuring each student is challenged and supported to reach their potential.

Please feel able to come and visit us to find out more about our school, to support your application. Visits can be arranged by contacting Nadia McCarthy, PA - nmccarthy@shs.saet.co.uk.



# Our Values & Ethos



Stourport High School is built on three values that provide the nurturing conditions for students to thrive in. Kindness is both celebrated and nurtured amongst our students and staff.

We show each other respect and support determination through strong pastoral and academic systems.

**KINDNESS . DETERMINATION . RESPECT**

## Our team

At Stourport High School we have an experienced and supportive team. We want all voices to have an active role in our improvement journey and demonstrate a commitment to collaboration with colleagues across the trust.

The Senior Leadership Team has agreed on a way of working that is conducive to team growth and development. The team aspires to:

- Work collaboratively to find solutions
- Respect and reflect on different perspectives and areas of strengths from the team members
- Hold each other accountable when required, in a way which helps everyone to grow
- Role modelling collegiality
- Provide clear, consistent, timely communication in an organised way.

Our new Headteacher will inspire and motivate the staff team to face the challenges and opportunities within the education sector, playing a pivotal role in shaping the future of the school for our children and wider community.



# CEO's Welcome



Dear Applicant

Thank you for your interest in joining a Severn Academies school.

Stourport High School was a founding school in Severn Academies Educational Trust which now consists of a family of eight schools from across Wyre Forest. We are an outward facing trust, with strong local relationships and a commitment to growing the next generation of brilliant school leaders.

Applicants to the Headship at Stourport High School can expect to be well supported by collaboration with best practice across our schools and through leadership coaching from experienced Headteachers and senior leaders across the trust. Working as part of our trust, Headteachers are well supported by Severn Academies to grow schools with a vision for the community the school serves.

Enclosed are further details about the role and application process. We look forward to learning more about how you can contribute to 'growing brilliance' for our children and communities.

Matthew Carpenter  
Acting Chief Executive

## About Our Trust

Our trust is a learning organisation with a culture of reflection and review that supports a shared learning from our experiences. This shapes our strategic direction; taking every opportunity to find the best ways to support and educate our children and young people.

In setting out to show what strong collaboration and shared practice can achieve for children and their families, we believe that working together we can achieve more than we could alone.

In collaboration we also appreciate the importance of our collective desire to uphold and promote our values.

Our strategic objectives guide everything we do, to ensure we provide the nurturing conditions for children to grow and develop into outstanding young people, who lead brilliant lives.



# The Opportunity

As Headteacher for The Stourport High School and Vith Form College, the postholder will be responsible for the effective strategic leadership and operation of the school according to its mission and values.

Candidates with strong pastoral leadership experience would complement the existing team, but this is not essential as development opportunities are available.

You will be joining a school with clear direction for its improvement, centred around:

- Building a learning community
- Strong curriculum strategy
- Ensuring consistently good teaching
- Nurturing a culture of kindness and care
- Collaboration with our wider school community

With other benefits including:

- Teachers' Pension Scheme (TPS)
- A strong commitment to professional development
- Free confidential Employee Health and Well-being service including access to counselling support
- A family friendly employer

Please feel able to come and visit us to find out more. Please contact Nadia McCarthy, PA - nmccarthy@shs.saet.co.uk, 01299 872950 to make arrangements.

If you would like to apply please complete the application form via Eteach, linked on our website:

<https://saet.co.uk/joining-us/staff-vacancies/>

by the closing date of 9am on Monday 17 March 2025

If you have any queries please contact the Trust HR team on 01562 542574.



# JOB DESCRIPTION

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## Introduction

Post: Headteacher (Secondary)

Reporting to: CEO

Payscale: L25 - L31

The Headteacher will provide professional leadership and management of the school, promoting a secure foundation from which to achieve high standards in all areas, ensuring our central place in the community and continued improvement against the changing educational landscape. The post holder will work with the Executive Trust Leaders and Governing Board to develop and implement a robust school improvement plan and will support a collaborative, aspirational and innovative culture of learning, creating conditions that enable all students to thrive.

## Key Responsibilities

- To embody the values, vision and ethos of The Stourport High School & VIth Form College and Severn Academies Educational Trust (SAET).
  - Provide the leadership and management which enables the school to give every student a high quality education and promote the highest possible standards of achievement and well-being.
  - Create and maintain a school improvement plan based on robust evaluation.
  - Ensure that the school improvement plan demonstrates appropriate ambition and challenge.
  - Ensure effective evaluation of the school's performance; create and maintain an evaluation plan.
  - Delivering policy that will ensure high quality and successful outcomes for The Stourport High School & VIth Form College.
  - To secure the long-term success of the school, by maximising the skills and resources in the school.
  - Contributing to the continued delivery and development of the trust's aims as outlined in our 'Pledge'.
  - Develop a shared expectation of outstanding teaching and learning and ensure collaborative learning and CPD across schools.
  - Modelling and promoting the trust's wellbeing principles.
  - Take responsibility for your ongoing personal development and growth of expertise.
  - Ensure a culture of working together to achieve high standards throughout the trust.
  - Support the performance management of school leaders and other teachers as required.
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# JOB DESCRIPTION

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## Specific Duties

### Shaping the organisation:

- Work with the CEO, SAET core team, Governing Board and others to support the shared vision and strategic planning for the school which inspires and motivates students, staff and all other members of the school community and develops the ethos of the school linked to its core aims and values.
- Work with Severn Academies' leaders and the governing board to analyse and plan for the future needs and further development of the school within the local, national and international context, providing relevant information to the governing body to support governors in carrying out their statutory duties.
- Lead change and innovative organisational development in order to drive improvement and promote 'outstanding outcomes for all'.
- Provide leadership that secures the delivery of the highest standards of attainment and personal development for students and staff.
- Clearly articulate values and a moral purpose focused on providing a world-class education.
- Ensure effective monitoring, planning and reporting within the Severn Academies Educational Trust's scheme of delegation that leads to and supports continued improvement.

### Leading the school community:

- Take part in the selection, appointment, deployment and management of high-quality staff to ensure that outstanding learning takes place throughout the school.
  - Motivate others to create a shared learning culture and positive climate through distributed leadership.
  - Be responsible for further improving the quality of teaching and learning to ensure outstanding student attainment, achievement and progress within the school, through sustaining highly effective teams, and creating a culture of individual and collective accountability.
  - Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and student well-being.
  - Ensure equality of opportunity and access to excellence and support through a broad understanding of safeguarding and child protection, safer recruitment and SEND.
  - Work with Executive Leaders to ensure that all members of the school community promote excellence, equality and high expectations for all students within the school and wider context of the trust.
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# JOB DESCRIPTION

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## Specific Duties

- Be responsible for developing effective relationships and communication, which underpin a professional learning community that enables everyone in the school to achieve. This will involve building a successful organisation through effective collaboration with others including parents.
- Develop staff with the necessary skills and knowledge to promote equality, respect and diversity.
- Lead and develop further a range of continued professional development opportunities for all staff that feed into both personal development and school improvement, planning for succession and developing others.
- Demand ambitious standards, attainment and progress for all students and staff, overcoming disadvantages and advancing equality.
- Ensure the smooth day-to-day running of the school.
- To be responsible for all aspects of safeguarding for the school community.
- To be responsible for all aspects of mental health and well-being for the school community.

### Leading systems and processes:

- 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.
- Work with Executive Leaders to further develop the rigorous, fair and transparent systems and measures already in place to further manage and develop the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account, allowing creative and innovative research and development into future educational planning.
- Ensure the collection of a rich set of data to review and understand the strengths and weaknesses of the school and make professional decisions based on informed judgements.

### Leading the self-improving system:

- Maintain and build further the outward-facing aspects of the school generally and within the context of SAET to champion best practices and secure excellent outcomes for students.
  - Challenge educational orthodoxies in the best interests of achieving excellence.
  - Ensure excellent training and development opportunities for current and future staff, building greater capacity.
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# JOB DESCRIPTION

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## Specific Duties

- Contribute to rigorous self-evaluation and school development planning.
- Initiate and support research and debate about teaching and learning, student behaviour/attitudes and develop relevant strategies for performance improvement.
- Acknowledge excellence and challenge poor performance across the school.
- Seek opportunities to foster collaboration with other schools and organisations to enhance teaching and learning.
- Contribute to the development of the education system by sharing effective practices via working in partnership.
- Contribute to building a strong, cohesive and vibrant community.

### Securing accountability:

- Further develop a unique ethos reflecting the values of fairness, excellence and ambition which enables everyone to work collaboratively.
- Ensure individual and group accountability are clearly defined, shared and owned so that everyone understands their role, impact and responsibilities in the organisation.
- Ensure every student is known, cared for, challenged and supported so that they can succeed.
- Ensure all statutory requirements are met.
- Ensure a safe learning environment, which sets the safety of children, young people and the whole school community at the heart of its working practices, ensuring that child safeguarding practices are fully embedded.
- Ensure that parents/carers and students are well informed about all aspects of the school and, in particular, about attainment, progress and targets for further improvement.
- Manage the school's budget effectively, ensuring adherence to agreed parameters and equitable allocation of resources to support all students.

### General

- This job description is subject to the general conditions of service for a Headteacher as set out in the most recent version of the School Teachers Pay and Condition Document and should be carried out in accordance with the Headteachers' Standards.
  - The post-holder must promote safe working practices and will act financially responsibly and consistently with external regulations and the Trust Code of Conduct and associated policies.
  - Duties included in the job description are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the CEO.
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# JOB DESCRIPTION

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## **Safeguarding**

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

## **Equalities**

We have a strong commitment to achieving equality of opportunity in our schools and in the employment of people. The post will ensure that the trust meets its statutory obligations in relation to all aspects of equality legislation.

## **GDPR**

Our GDPR privacy notices can be viewed on our website: <https://saet.co.uk/key-information/saet-policies/>



# PERSON SPECIFICATION



Attributes	Essential	Desirable	Assessment
Education & Professional Qualifications	<ul style="list-style-type: none"> <li>• A good first degree or equivalent</li> <li>• Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant Continuing Professional Development relating to school leadership/curriculum development (eg NPQ, MEd, MA)</li> </ul>	Reference
Experience	<ul style="list-style-type: none"> <li>• Successful leadership experience at a senior level (Deputy/Assistant Head).</li> <li>• Experience of delivering improvements in learning, teaching and the curriculum.</li> <li>• Relevant teaching experience in secondary education.</li> <li>• Experience of leading change effectively and successfully.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the day-to-day operational and administrative aspects of running a highly efficient school.</li> <li>• Experience of financial and budget monitoring</li> <li>• Experience of whole school policy development and implementation</li> </ul>	Application Interview Reference
Knowledge	<ul style="list-style-type: none"> <li>• Good knowledge and experience of inspection frameworks</li> <li>• Knowledge of impactful improvement strategies across the range of school priorities</li> <li>• Has a broad and current understanding of Safeguarding/Child Protection</li> <li>• Working knowledge of how to develop and implement personal development and secondary school curriculum</li> <li>• Understanding of the principles of effective monitoring and evaluation to improve the quality of teaching and learning</li> <li>• Knowledge and ability to analyse and use pupil data on attainment and progress to raise standards</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the regulatory, statutory and legislative requirements to be met in an educational setting and the processes and procedures needed to ensure compliance.</li> </ul>	Application Interview Reference

# PERSON SPECIFICATION



Attributes	Essential	Desirable	Assessment
Skills & Personal Attributes	<ul style="list-style-type: none"> <li>• Commitment to modelling the core ethos and values to students and staff</li> <li>• Excellent communication skills at all levels</li> <li>• Inspirational leadership skills, utilised to challenge colleagues, peers and teams</li> <li>• Ability to devolve responsibilities, delegate tasks and monitor and evaluate practices to ensure that they are being carried out and are effective</li> <li>• A track record of establishing and maintaining excellent internal and external organisational working relationships</li> <li>• The ability and motivation to review and improve practice continuously</li> <li>• Resilience within highly pressured environments</li> <li>• A commitment to safeguarding and promoting welfare for all</li> <li>• A commitment to ensure pupils develop spiritually, morally, socially and culturally and foster excellent attitudes to learning</li> <li>• Exemplary levels of integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Self-awareness of own strengths and areas for development</li> <li>• Proactive in seeking to learn from and with others</li> <li>• Alert and responsive to changes in the academic landscape and national policy</li> </ul>	Application Interview Reference

# APPLICATION PROCESS

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## SECTION ONE: PERSONAL DETAILS

Please ensure that all details are completed including your date of birth and Teacher Reference Number.

2

## SECTION TWO: EMPLOYMENT HISTORY

Please complete this section fully. If you have gaps in your employment history, please indicate the reasons for this.

3

## SECTION THREE: EDUCATION

Please ensure that this section is completed fully.

4

## SECTION FOUR: SUPPORTING STATEMENT

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



# APPLICATION PROCESS

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## SECTION FIVE: REFERENCES

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

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## SECTION SIX: DECLARATION

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

## IMPORTANT NOTICE

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

## ETEACH APPLICATION

Please complete the application form via Eteach, linked on our website:  
<https://saet.co.uk/joining-us/staff-vacancies/>





**If you would like to know more  
about working with us please  
get in touch**



01299 872950



[shs.worcs.sch.uk](http://shs.worcs.sch.uk)



The Stourport High School  
& Sixth Form College,  
Minster Road, Stourport-on-Severn  
DY13 8AX

**KINDNESS . DETERMINATION . RESPECT**

