



**Fairlands Middle School**

Caring & Inspirational

# HEADTEACHER RECRUITMENT

JANUARY 2018

MASONS WAY

CHEDDAR

SOMERSET

BS27 3PG

01934 743 186

[WWW.FAIRLANDSMIDDLESCHOOL.CO.UK](http://WWW.FAIRLANDSMIDDLESCHOOL.CO.UK)

@FAIRLANDS\_482



## CONTENTS

A Welcome from our Chair of Governors .....	2
About the school .....	3
Key school data.....	3
Cheddar and the surrounding area .....	4
Job description .....	5
Qualities our School Council are looking for.....	9
Person specification .....	10

---

## A WELCOME FROM OUR CHAIR OF GOVERNORS

Dear Applicant,

Thank you for the interest you have shown in this exciting position of Headteacher at Fairlands Middle School. We believe this is a stimulating and unique opportunity to work within the Mendip Edge Federation and to build upon a strong foundation of teaching and learning excellence.

The Governing Body is seeking to appoint a new Headteacher who will be an enthusiastic and passionate leader with vision and energy, able to inspire at every level. S/he will be able to communicate effectively with the wider school community and be able to relate to others with sensitivity and a sense of humour. The Headteacher will have a sincere interest in developing the full potential of each pupil and a real belief in collaborative leadership.

Fairlands Middle School has a roll of 458 pupils aged 9 to 13, is federated with three feeder first schools and has strong connections to other schools within the Cheddar Valley. The school was rated "Good" in all areas by OFSTED in 2012 and a short inspection in 2015 recognised the success of ongoing improvements. The school has a sound financial footing, though careful budget planning is essential to maintain appropriate resource into the future. A range of extra-curricular activities including sports, debating and music are valued by pupils and families with recognised success at regional and national level.

I enclose information about the school, together with a Job Description and Person Specification. In writing your letter of application (no more than two sides of A4), please give reasons why you feel you fulfil the Person Specification requirements. Please also include:

- A statement on your beliefs on the development of the whole child;
- Your views on what constitutes an effective Headteacher;
- Your reasons for applying for the headship of this school.

Your completed application form and accompanying letter should be returned to Debbie Andrews DAndrews1@educ.somerset.gov.uk by midday on 26<sup>th</sup> January 2018. Interviews will take place on 20<sup>th</sup> and 21<sup>st</sup> February 2018.

We think our school is very special. Visits during week commencing 15<sup>th</sup> January 2018 are encouraged and can be arranged by contacting Debbie Andrews, Clerk to the Federation on 01934 315805 or DAndrews1@educ.somerset.gov.uk

I would like to thank you again for your interest in this position and look forward to receiving your application.

Yours sincerely



Diane Sleeman  
Chair of Governors

---

## ABOUT THE SCHOOL

### KEY SCHOOL DATA

<b>Local authority</b>	Somerset County Council (three tier system)
<b>Pupils on roll *</b>	458 232 boys; 226 girls)
<b>Staff *</b>	28 teaching staff and 28 non-teaching staff
<b>Attendance</b>	96.3% (2016-17 academic year)
<b>OFSTED</b>	Full inspection February 2012 – rated “Good” in all areas and overall Short inspection October 2015 – recognised continued improvement
<b>Federation</b>	Mendip Edge Federation comprises: <ul style="list-style-type: none"><li>• Fairlands Middle School</li><li>• Cheddar First School</li><li>• Shipham Church of England VC First School</li><li>• Draycott &amp; Rodney Stoke Church of England VA First School</li></ul>
<b>Catchment area</b>	Fairlands Middle School welcomes pupils from Axbridge, Cheddar, Draycott & Rodney Stoke and Shipham. The majority of pupils progress to the Kings of Wessex Academy, also situated in Cheddar.
<b>Catering</b>	In house kitchen falling within the school’s management providing hot lunches to our pupils and partner schools
<b>Grounds</b>	Extensive, well-kept grounds with hard courts and grass playing fields set at the foot of the Mendip Hills

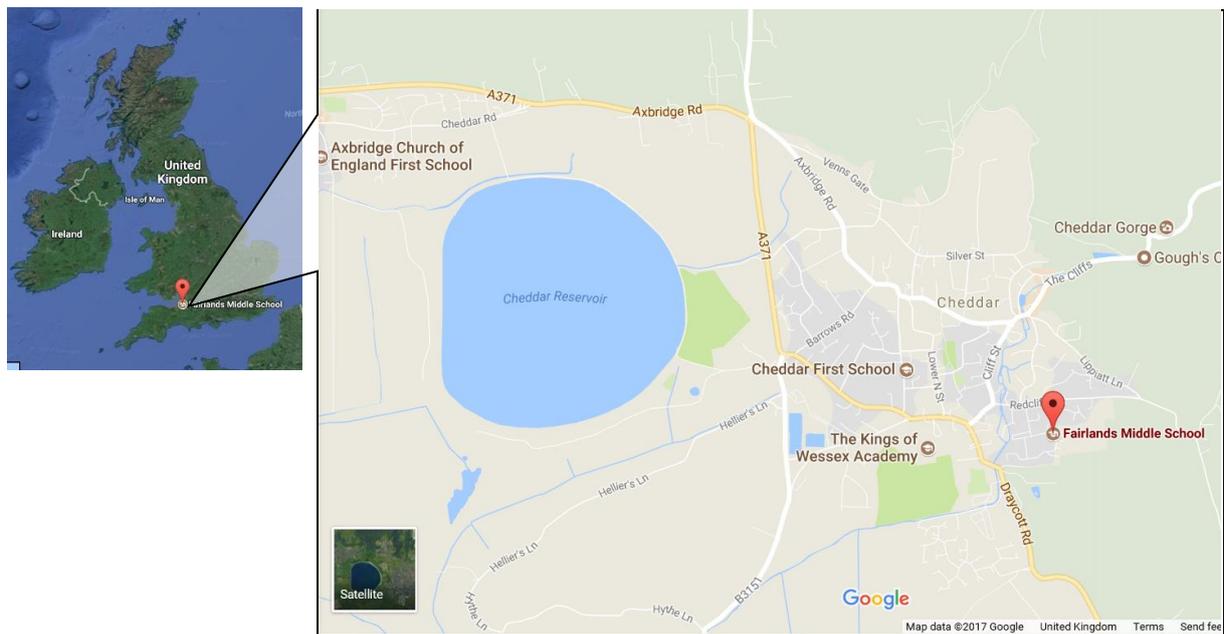
\* Information at December 2017



## CHEDDAR AND THE SURROUNDING AREA

Cheddar is a large village, home to the famous Cheddar Gorge and source of the original Cheddar cheese. Set on the edge of the Mendip Hills (designated an Area of Outstanding Natural Beauty) and with a recreational reservoir nearby, the surroundings provide extensive opportunities for outdoor activities such as hiking, cycling, sailing and caving.

The village itself is in a rural setting with a farming and industrial heritage and a wealth of current amenities. More recently it has become popular with commuters and is in easy reach of the city of Bristol (winner of the 2017 Sunday Times Best Places to Live Guide). There are good transport connections with the M5 / M4 motorway network and train services offering direct services to major cities from nearby Yatton.



---

## JOB DESCRIPTION

**FAIRLANDS MIDDLE SCHOOL  
HEADTEACHER JOB DESCRIPTION  
SALARY RANGE L21 – L27**

### *“Caring and Inspirational”*

The Headteacher is accountable to the Governing Body of the Mendip Edge Federation. She/he will provide vision, leadership and strategic direction for the school, and ensure that it meets its aims and objectives.

The Headteacher will provide professional and inspirational leadership, promoting a secure foundation from which to further improve and achieve high standards in all areas of the school's learning. Alongside these areas the Head will be committed to safeguarding and the well-being of all pupils and staff, in a nurturing and inclusive environment, where discipline and good behaviour underpin the school's vision for pupils to strongly learn and achieve.

The post holder will be an inspirational and dynamic leader with the vision, drive and passion to build upon the school's strengths and high expectations and move our school forward to new successes.

In order to achieve this purpose, six key areas of leadership have been identified:

#### **Key Areas of Leadership**

1. Strategic direction/ shaping the future
2. Leadership and management
3. Teaching and learning
4. Managing the organisation
5. Communications and community
6. Securing accountability

#### **1. Strategic Direction/Shaping the Future**

***The Headteacher will work with the Senior Leadership Group, staff, Mendip Edge Federation, pupils and parents to create a shared vision and strategic plan, which inspires and motivates all.***

*Vision is essential to ensure the future of the school. The Headteacher will:*

- Create a coherent vision for the school and ensure it is clearly shared, understood and acted upon effectively within the school community.
- Demonstrate the vision and values in everyday work and practice.
- Promote and sustain school improvement.
- Encourage creativity, innovation and the use of new technologies to achieve the highest standards possible.
- Ensure that strategic planning encompasses all aspects of school life and takes account of the diversities that comprise the makeup of the school and wider community.
- Motivate and work with others to create a shared culture and positive climate.

- Lead and manage change effectively and efficiently ensuring that the school represents value for money.
- Sustain wide, current knowledge of education and school systems, locally, nationally and globally and pursue continuous professional development.

## **2. Leadership and Management**

***The Headteacher will lead by example, providing inspiring and purposeful leadership for staff and pupils.***

*The Headteacher will motivate all to:*

- Follow the ethos and values, which underpin the school and the Mendip Edge Federation.
- Formulate the overall aims and objectives for the school.
- Create and implement an annual School Improvement Plan, underpinned by sound financial planning, which identifies priorities and targets to ensure pupils achieve high standards and make good progress, increase teacher effectiveness and secure school improvement.
- Ensure that all those involved in the school are committed to its aims and involved in meeting long, medium and short term objectives and targets, which secure the continued educational success of the school.
- Work with the Finance Manager and Finance Governors to ensure that the administration of finance supports the school's vision and aims.
- Ensure that policies and practices take account of rigorous benchmarking of comparative national, local and school data, including inspection and research findings and the outcomes of the school's own self review.
- Monitor and evaluate the performance of the school, making precise qualitative judgments and report to the Governing body regularly.
- Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary.

## **3. Teaching and Learning**

***The Headteacher will have an integral responsibility for raising the quality of teaching and learning and for pupils' achievement. This requires high expectations, monitoring and evaluating the effectiveness of learning outcomes.***

*The Headteacher, as an outstanding practitioner, will inspire all to:*

- Enable a consistent and continuous focus on pupils' progress and achievement using data and benchmarks to monitor progress in every child's learning.
- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure that learning is at the heart of everything that is done.
- Challenge under-performance at all levels, ensuring rapid and effective corrective action and follow-up through coaching and mentoring.
- Build a culture and ethos of being "a critical friend", offering challenge and support, where all pupils can achieve their best and become engaged in their own learning in a supportive and inclusive environment.
- Demonstrate high expectations and set inspirational/challenging targets for the whole school, overcoming disadvantage and advancing equality.

- Implement strategies, which secure high standards of behaviour and attendance.
- Initiate and implement a diverse, creative curriculum with an effective assessment framework.
- Deliver an enrichment curriculum that provides opportunities to develop the 'whole child'.
- Aim to develop open minded, reflective, independent learners.
- Employ new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies. Ensure that there is high regard for the safeguarding of children.

#### **4. Managing the Organisation**

***The Headteacher will provide effective organisation and management of the school and seek ways of improving organisational structures and functions. People and resources within the school should be organised to provide an efficient, effective and safe learning environment.***

*The Headteacher will:*

- Be committed to safeguarding and promoting the welfare of pupils as required under the Education Act 2011 and ensure all staff and volunteers share this commitment.
- Create a structure which reflects the school's values and enables the management systems, structures and processes to work both effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, taking account of national and local circumstances.
- Manage the school's financial and human resources effectively and efficiently.
- Recruit, retain and deploy staff appropriately to achieve the school's vision and goals.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support and coach each other to enable career progression and a sense of personal achievement.
- Develop secure performance management processes with staff.
- Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum, as well as health and safety regulations.
- Ensure that resources are used to improve the quality of education for the pupils and provide value for money.
- Use and integrate a range of relevant technologies efficiently and effectively to manage the school.

#### **5. Communications and Community**

***The Headteacher will collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools.***

*The Headteacher will:*

- Build a school culture, which takes account of the richness and diversity of the school community.

- Create and promote positive strategies for dealing with difficult behaviour.
- Ensure learning experiences are linked and integrated with both the wider local community and our well established global links.
- Maintain and further develop effective links with all schools in the Mendip Edge Federation, the Cheddar Valley, other Middle Schools in Somerset and the Somerset Association of Secondary Headteachers.
- Collaborate with other partnerships in providing for the academic, moral, social, emotional, and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to safeguard children.

## **6. Securing Accountability**

***The Headteacher is accountable for the efficiency and effectiveness of the school to the pupils, parents/carers, governors and the Local Authority, thereby promoting collective responsibility within the whole school community.***

*The Headteacher will:*

- Retain a strong awareness of latest OFSTED success criteria and the school's ability to achieve success against benchmarks.
- Work closely with the Governing Body to enable it to meet its responsibilities.
- Develop a school ethos, which encourages a sense of loyalty, mutual accountability and respect.
- Instil a sense of accountability in all staff for the impact of their work on outcomes for pupils.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.
- Be an excellent communicator, listener and reflective thinker, honestly reflecting on the views of others and willing to take advice.

---

## QUALITIES OUR SCHOOL COUNCIL ARE LOOKING FOR

In preparing this pack, the school council, representing all four year groups, was asked what qualities they would like to see in a new Headteacher. The formal Person Specification is later in the pack, but this is what they told us.

# Quality Headteacher



## PERSON SPECIFICATION

Criteria	Skills and abilities
<b>Qualifications</b>	<p>Qualified Teacher status;</p> <p>Educated to degree level or higher;</p> <p>NPQH or similar professional development (this is desirable but not essential).</p>
<b>Experience</b>	<p>Proven successful leadership and management experience as a Headteacher or Deputy Headteacher;</p> <p>Proven ability and excellence as a KS2 and / or KS3 leader;</p> <p>Experience of school budget management;</p> <p>Experience of working collaboratively;</p> <p>Ability to analyse, interpret and present quantitative and qualitative data to staff and governors, for the benefit of all pupils.</p> <p>Experience of leadership in a middle school (this is desirable but not essential);</p>
<b>Leadership and management</b>	<p>Motivational and inspiring team leader and player;</p> <p>Demonstrates the ability to think strategically;</p> <p>Is committed to establishing a caring and inspirational collaborative school vision of excellence and equity that sets high standards for every pupil;</p> <p>Able to inspire, challenge, motivate and empower others to carry the vision of the 'whole child' forward;</p> <p>Able to work in partnership with Federation colleagues to achieve high standards for all;</p> <p>Effective use of delegation and monitoring performance ;</p> <p>Able to set and achieve ambitious, challenging goals and targets;</p> <p>Adaptable to changing circumstances and new ideas;</p> <p>Proven interpersonal skills with the ability to recognise and develop the skills and potential of others;</p> <p>Able to command credibility through inspirational leadership, self-confidence, enthusiasm, humour and integrity;</p> <p>Able to sustain the school's inclusive ethos.</p>
<b>Teaching and learning</b>	<p>Ability to lead and inspire high quality teaching and learning;</p> <p>Able to set high standards for pupils and staff and to enthuse and coach all to reach them;</p> <p>Is committed to:</p> <ul style="list-style-type: none"> <li>• Raising standards for all in the pursuit of excellence ;</li> </ul>

Criteria	Skills and abilities
	<ul style="list-style-type: none"> <li>• Continuous learning for the whole school community;</li> <li>• Entitlement of all pupils to effective teaching and learning;</li> <li>• Choice and flexibility to meet the personal learning needs of every child;</li> <li>• Delivering an engaging curriculum in line with our school’s philosophy of being caring and inspirational.</li> </ul>
<b>Safeguarding</b>	Is committed to the protection and safeguarding of children and staff and shows an up to date knowledge of the relevant legislation and guidance.
<b>Managing the organisation</b>	<p>Manages the school efficiently and effectively on a day-to-day basis;</p> <p>Establishes and sustains appropriate structures and systems;</p> <p>Effectively manages finances and budgets;</p> <p>Delegates management tasks and monitors their implementation;</p> <p>Appropriately plans and organises themselves and others;</p> <p>Makes professional, management and organisational decisions based on informed judgements;</p> <p>Thinks creatively to anticipate and solve problems;</p> <p>Competent in the use of information technology and an awareness of current and future IT developments and the benefits of increasing use of IT in the curriculum.</p>
<b>Communications and community</b>	<p>Ability to build and maintain effective relationships with staff, parents / carers, partners, governors and the community to enhance the education of all pupils;</p> <p>Is committed to effective teamwork within the school and Federation as well as with external partners;</p> <p>Communicates at a level and a manner appropriate to the situation, whilst encouraging dialogue to ensure a high level of understanding;</p> <p>Demonstrates a welcoming and inclusive approach to all regardless of creed, colour, gender or sexual orientation;</p> <p>Will promote and contribute to a wide range of extra-curricular activities.</p>
<b>Personal qualities</b>	<p>Passionate about delivering high quality education to children and their families;</p> <p>Demonstrates professionalism, loyalty and integrity;</p> <p>Excellent written and verbal communication skills;</p> <p>Adaptable to changing circumstance and ideas;</p> <p>Approachable and enjoys being highly visible to children, staff and parents;</p> <p>Energetic, enthusiastic and reliable with personal impact and presence;</p>

Criteria	Skills and abilities
	<p>Self-motivated with good organisational skills and the ability to prioritise workload effectively;</p> <p>Able to work under pressure.</p>
<p><b>Developing self and working with others</b></p>	<p>Is committed to:</p> <ul style="list-style-type: none"> <li>• Effective working relationships;</li> <li>• Effective team working;</li> <li>• Continuing Professional Development for all;</li> </ul> <p>Fosters an open, fair, equitable culture and manages conflict positively and effectively if necessary;</p> <p>Develops, empowers and sustains individuals and teams;</p> <p>Collaborates and networks proactively with others within the school, Federation and beyond;</p> <p>Challenges, influences and motivates others to attain high standards;</p> <p>Gives and receives personal feedback and acts to improve personal performance;</p> <p>Accepts appropriate support from others including colleagues and governors.</p>