



Sheringham High School (and College)



Head of School – Application Pack

Friday 24th April 10am

Deadline for applications

Monday 28th April and Tuesday 29th April

Provisional interview dates

Welcome from the Chief Executive Officer

Thank you for your interest in the position of **Head of School**. This is an exciting opportunity for an exceptional leader to join our organisation and play a pivotal role in shaping the next phase of our school's development. We are seeking an individual with the vision, values and strategic capacity to inspire excellence in every aspect of school life for all children from Year 7 to 13.

Our school is ambitious for all its learners. We pride ourselves on fostering a culture of high expectations, strong relationships and a commitment to continuous improvement. The Head of School will be key in leading our community forward—ensuring outstanding teaching, exceptional pupil outcomes and a nurturing environment where every individual can thrive.

Sheringham High School is at an exciting period of development. Following the remodelling of Synergy Sixth Form provision, the development of **Sheringham College** is a key component of success. Progress is already underway to enable a high quality vocational offer, alongside the opportunities summarised in the recent Post 16 White Paper and SEND Reforms consultation.

In January 2027 we will also be opening a **Specialist Resource Base (SRB)** in partnership with Norfolk County Council and the First Inclusion Programme. The SRB will provide time limited placements to assess and address the needs of pupils from across North Norfolk, enabling them to successfully reintegrate back into their schools. This will be our third SRB in the Trust.

We are looking for someone with positivity, creativity, high expectations and the ability to develop strong relationships and teams to provide the best possible opportunities for all children.

We hope this pack gives you a strong sense of who we are, what we stand for and what we are looking for in our next leader.

We look forward to receiving your application.



Alastair Ogle
Chief Executive Officer



Job Description

Role:	Head of School
Salary Scale:	L19 -L23
Responsible to:	CEO
Role Type:	Full Time
Location:	Sheringham High School

The Head of School, line managed by the CEO, will be responsible for providing the day-to-day leadership and management of Sheringham High School, in-line with the vision of the Trust. The post will have responsibility for the day-to-day leadership of the site and all operational matters. This role will be a pivotal one within the School & Trust and so, as well as providing operational leadership, the postholder will model strategic leadership behaviours.

Key Responsibilities & Accountability

- Support the CEO and Governing Body, in ensuring the vision of the School and Trust is clearly articulated, shared, understood and acted upon effectively by all stakeholders.
- Develop a positive learning environment by modelling the Trust's leadership expectations for all stakeholders and ensuring that the environment is conducive to learning.
- With the CEO and Governors, undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve priority areas in the School.
- Have responsibility for the implementation of the achievement & standards policy in all areas of the School, driving a consistent 'can-do' approach, which includes positive learning behaviours in and outside of the classroom.
- Have oversight of all rewards and sanctions.
- Ensure the day-to-day management structures, systems and processes work effectively in line with key priorities.

Leadership and management of the School

- Line manage senior and middle leaders, as agreed, supporting the development of a culture of excellence across the School, with a focus on outcomes. Support and challenge staff, to support them in being effective in their roles. This includes ensuring that the appraisal and line management process is followed.
- The Head of School will be required to safeguard and promote the welfare of pupils and follow school and trust policies, ensure all school and annual reporting systems are of high quality and meet statutory frameworks.

Quality of Education

- Work with leaders and staff to promote high quality teaching across all subjects; taking responsibility for the Quality of Education. Identify any areas of weakness in curricula or teaching and implement, monitor and review interventions to improve these areas, as well as the quality of education across the School. Oversee the School's assessment system so that it provides teachers with useful information about pupils and is aligned with that of the Trust.
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs. Ensure that standards of behaviour are high, to foster an environment in which learning can thrive.

Communication

- To be the first point of contact for staff and parents, where appropriate, dealing with any parental complaints.
- Promote and model good relationships with parents/carers, which are based on partnership to support and improve pupils' well-being and achievement.
- Work with the CEO in communicating with the LGB to keep them informed of the performance of the School, giving them what they need to provide support and challenge.

- Help to promote the vision of the Trust, modelling it at every opportunity and ensuring that this is reflected in others.
- Attend and lead relevant LGB meetings, reporting as required.
- Contribute to any reports required for the CEO or Board as necessary. Take responsibility for all parental events and communications.

Managing resources

- Lead on the financial management processes of the School, consulting the CEO as and when necessary.
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement.
- Ensure the safety and well-being of pupils and staff is highly effective through rigorous and on-going risk assessments and by establishing a high benchmark for all aspects of health and safety.
- Oversee staffing of the site, including staff cover and allocation of resources.
- Ensure the efficient and effective use of school resources on a day-to-day basis.
- Oversee cost centre spending as agreed – for operational matters. Oversee PP / SEND spend and associated impact.

Other areas of responsibility

- Any other responsibilities deemed reasonable and required by the CEO.
- The postholder may be required to do other duties appropriate to the level of the role, as directed by the CEO
- In line with our Synergy Senior Leadership Development Programme, additional Trust Wide opportunities may be available to an outstanding candidate.

Person Specification

Education and Training

- Qualified teacher status
- Degree with suitable QTS
- Evidence of sustained and relevant professional development
- Successful completion of or a willingness to complete NPQH.

Experience

- Recent responsibility of being a Vice Principal / Deputy Headteacher with proven success in a significant aspect of school improvement OR as a Head of School and or Headteacher
- Experience of successfully leading large teams of staff
- Good first-hand experience of school improvement planning
- Current knowledge and experience of effective assessment practice and pupil tracking systems
- Experience of successfully working with colleagues to improve teaching and learning
- Experience of effectively supporting children with significant barriers to learning to achieve within the context of a mainstream classroom.
- Experience of teaching in more than one Key Stage (Desirable).

Knowledge and Skills

- A proven track record as an excellent classroom practitioner with evidence of sustained good pupil progress
- Experience of implementing strategies to raise standards in response to data analysis
- Demonstrate a passion for teaching and learning
- In-depth knowledge of curriculum development and pedagogy at all Key stages
- Sound grasp of assessment, recording and reporting
- Ability to maintain high standards of behaviour, attendance and conduct whilst ensuring an ethos of challenge and support for children and parents, in order to achieve success
- A sound understanding of recent developments in education practice, assessment, appraisal and OFSTED inspections
- An up-to-date knowledge of child protection procedures and full commitment to safeguarding pupils
- Understanding of how to support children to develop an understanding of themselves as learners and strengthening their attitude to learning.

Personal Qualities

- Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- A strong team player who will contribute to the wider development of the School
- Adaptable to changing circumstances and new ideas
- Adaptable, approachable and enjoys being highly visible to staff, children and parents
- Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement
- Passionate about delivering high quality education to children and their families
- Values diversity and the unique place and contribution every individual makes to the learning community
- Demonstrates professionalism, loyalty and integrity with humour and humility
- Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the School.

Our Vision and Values



noun

The interaction or cooperation of two or more organisations, substances, or other agents to produce a combined effect greater than the sum of their separate effects.

Our Vision

Stronger Together, Shaping futures through knowledge, aspiration and courage

Our Values

Synergy Multi-Academy Trust's core values are not just statements—they are lived experiences. Through strategic planning, inclusive practices and a commitment to excellence, Synergy MAT continues to transform lives and shape futures. The Trust's belief that we are "Stronger Together" is evident in its collaborative spirit and unwavering dedication to every learner and educator within its community.

Inclusive
Collaborative
Ambitious

Our Values are not just words, they are what we all believe in and implement in our daily work:

Inclusive

We believe in and implement a holistic approach to supporting staff, children and families. Our relational approach is evident in the conversations we have every day with all stakeholders and in the systems and processes and policies we adopt.

Collaborative

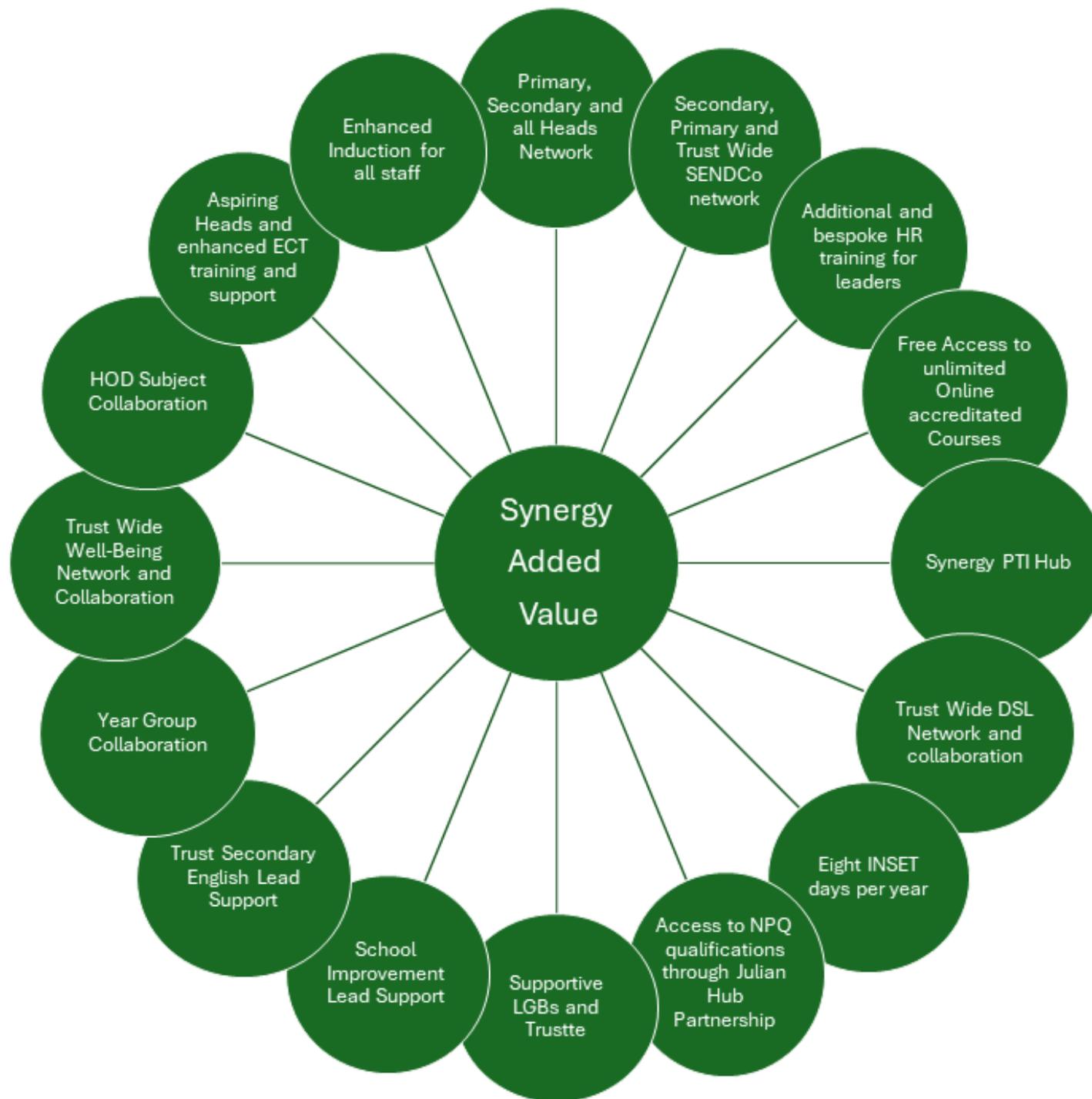
True collaboration is enabled through a culture of sharing, mutual challenge and respect and the sharing of expertise, knowledge and experiences. Synergy Multi Academy Trust has a wide variety of network groups where staff work together to support each other, our children and their families. We believe that working positively together we can address all challenges and necessary improvements.

Ambitious

Ambitious for Synergy Multi Academy Trust means developing an unrelenting positive approach to every child we support and their families. It means believing that every child (and staff member) can achieve more than even they think is possible.

Staff Wellbeing and benefits of working with Synergy Multi Academy Trust

<p>Values driven with a Strong Team Ethos</p> 	<p>Collaboration across all schools to support workload</p>	<p>Full support and induction on arrival</p> 	<p>Teaching School Partnerships</p> 	<p>Free tea and coffee for all staff</p>
<p>Free health checks, flu vaccinations and eye tests (conditions apply)</p> 	<p>Staff social events</p> 	<p>Able Futures Mental Health Support</p> 	<p>Excellent additional support for <u>ECT</u> and <u>ITT</u> programmes</p> 	<p>Staff Surveys (and actions in response!)</p> 
<p>Internal CPD courses to support career progression</p> 	<p>School and Trust Wellbeing groups</p> 	<p>Relational approach</p> 	<p>Additional staff training days and specific programmes: Aspiring Heads, Programme</p>	<p>External CPD and accreditation</p> 





Visits to the School prior to application are welcomed. Please contact the School and ask to speak to Nikki Clarke or email nclarke@sheringhamhigh.org.uk to arrange.

Start date: September 2026.

We reserve the right to interview and appoint an exceptional candidate at an earlier stage if appropriate.

We look forward to receiving your application by Friday 24th April at 10am.

We value the individuality and creativity that every worker potentially brings to the workforce. We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share the same commitment. The successful candidate will be required to undertake an Enhanced DBS disclosure. We are an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age.