



SEATON VALLEY HIGH SCHOOL
Prospect Avenue Seaton Delaval

Seaton Valley
High School



HEAD OF SCHOOL

Full Time, Permanent

**Small enough to care,
big enough to deliver a positive impact**



Seaton Valley High School

Prospect Avenue
Seaton Delaval
Tyne and Wear
NE25 0FW
0191 237 1505

HEAD OF SCHOOL

L18 to L22 (£78,702 to £86,803 - pay award pending)

Permanent, 1.0FTE

Small enough to care, big enough to make a positive impact

We are seeking a **dynamic and inspirational Head of School** to drive our academic ambitions and lead our community with purpose. This is a role for a visionary leader who isn't afraid to be "hands-on" - someone who can balance high-level strategic planning with the daily energy required to inspire pupils and staff alike.

Our goal is simple: to be **outstanding in everything we do**. You will play a pivotal role in reaching that milestone by fostering an environment where our hardworking, well-behaved students can truly excel.

As a key leader within the Federation, you will:

- **Drive Strategic Support:** Overseeing robust systems for behaviour, attendance, pastoral care and teaching.
- **Lead School Improvement:** Raise standards and implement strategies that have a measurable impact.
- **Build Partnerships:** Unite staff, parents, and stakeholders behind a shared vision.
- **Bridge Strategy & Action:** Pivot seamlessly between long-term school development and the diverse, fast-paced demands of daily school life.

Our Community & Values As a relatively small school, Seaton Valley High School benefits from a strong sense of community where every student is known and valued. Students embrace our core expectations: **be ready, be respectful, be safe**. These values are deeply embedded in everyday school life, helping to create a calm, purposeful learning environment where all students can thrive.

If you are passionate about education and ready to make a significant contribution to our Federation's future, we want to meet you. This is more than just a leadership post; it is an opportunity to become an **integral part of our success story**. Visits to the school are also warmly welcomed and encouraged. Please contact us by email at vacancies@svf.org.uk to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

HOW TO APPLY

Please visit www.svf.org.uk/vacancies to apply for this post.

Please read through all of the information on the role including the Job Advert, Job Description & Person Specification along with the About our School information pack.

Click on the link to apply, this will take you to www.mynewterm.com, our application portal, where you will be able to complete an application form online.

The deadline for applications is 9am on Monday 28th September 2026.

It is anticipated that interviews will take place on 1st / 2nd October.

Please note that we do not accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Please note that as part of our recruitment process, we carry out **online searches on publicly available information** for all shortlisted candidates.

JOB DESCRIPTION

Post Title	Pay Range	Responsible To	School
Head of School	Deputy Headteacher L18 - L22	Executive Headteacher	Seaton Valley High School

Job Purpose:

Forming a close partnership with the Executive Headteacher and the Heads of School across the Seaton Valley Federation, the Head of School provides highly visible, strategic, and operational leadership at Seaton Valley High School. The role ensures the delivery of a coherent, high-quality educational journey for students aged 13 to 18. The Head of School drives academic and pastoral excellence, models inspirational leadership, and fosters an inclusive school culture where all students and staff are supported to achieve their full potential.

Duties and key result areas:

Professional duties are to be carried out in accordance with the terms and conditions for Deputy Headteachers within the current School Teachers' Pay and Conditions Document. The specific leadership and management duties of this Head of School role shall include:

Strategic Leadership of SVHS

- Work with the Executive Headteacher to provide vision, leadership and a clear direction/identity for the school and formulate the overall aims and priorities for the school.
- Deputise for the Executive Headteacher when they are not in the school and fulfil the duties expected of someone in this post.
- Work in collaboration with the Executive Headteacher to promote and secure good teaching, effective learning, high standards of attainment and progress, good behaviour and discipline within a safeguarding culture at SVHS.
- Support the senior leadership team to deliver on their portfolios of work.
- Line manage key curriculum leads with a focus on raising attainment at KS4/5
- Oversee the Staff Welfare Committee
- Ensure effective strategies and systems for behaviour, attendance and pastoral support and effective dialogue with parents/carers are implemented.
- Assess the performance of teaching staff and departments and evaluate their performance against agreed criteria.
- Form effective relationships with parents, ensuring they are well informed about school life.
- Co-ordination of all school rotas
- Work with key staff to ensure that enrichment opportunities provide a holistic school experience for students.
- Foster a culture of professional learning and leadership development.
- Identify and apply a range of strategies for students who require intervention due to attendance, behaviour or any other barriers
- Engage, oversee and evaluate appropriate external support services such as counselling and independent advice and guidance to meet the needs of students and within agreed budget constraints.
- Liaise with external agencies regarding students whose behaviour or attendance suggests they may be vulnerable to crime or exploitation.
- Maintain up-to-date records that track the progress of students that require additional support
- Work collaboratively with senior leaders and teachers in other schools to arrange, monitor and implement all aspects of the transition process for SVHS to ensure smooth transition from first schools to middle school and middle schools to high school.
- Organisation of Year 8 into 9 Open Evening and Transition Week with Year 9 Student Progress Leader.

Strategic Leadership for Safeguarding and Child Protection across SVHS

- Be the senior Designated Safeguarding Lead.
 - Take the lead responsibility for promoting and safeguarding the welfare of children across SVHS
 - Develop and ensure the effective implementation of safeguarding policies and procedures and that these are adhered to by all staff.
 - Work alongside the Head of School WMS to provide advice and support to SVHS and WMS staff, liaise with the local authority, parents and carers and work with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.
 - Ensure that all staff have appropriate child protection training and discharge relevant duties effectively with regard to safeguarding/child protection effectively.

- o Ensure all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children, and such concerns are handled sensitively and effectively in accordance with appropriate procedures.

Leading and Managing School Staff

- Assist the Executive Headteacher in the selection and appointment of the teaching and support staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of the school
- Deploy and manage allocated teaching and support staff.
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, including targets relating to pupils' achievement.
- Motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.

Efficient and Effective Deployment of School Staff and Resources

- Deploy and develop staff effectively
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and control in consultation with the Executive Headteacher and Business Director.
- Manage and organise resources efficiently and effectively to ensure that they meet the needs of the curriculum and health and safety regulations
- Ensure all staff, volunteers and others that work with children are safe, by following appropriate procedures.

Accountability for the School

- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
- Report to Governors on key performance areas of the school.
- Play a significant role in conjunction with the Executive Headteacher in preparing for and responding to any external inspection.

Generic responsibilities for all Senior Leaders

- Attend relevant training
- Provide support and challenge for staff.
- Form effective relationships with parents and carers in order to ensure that students are supported at school and at home.
- Monitor and evaluate all aspects of the schools' provision and to use the outcomes of these activities to further improve provision and support for all students.
- Lead a duty team and ensure staff fulfil duties.
- Be visible in classrooms and corridors.
- Act as an appraiser.
- Carry out quality assurance that informs ongoing CPD.
- Be the budget holder for specified budgets including contributing to setting the budget, approving expenditure and regular budget monitoring.
- Maintain up-to-date records.

The federation is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

Able to travel as required between the two sites within the SVF and attend local/regional meetings.

As identified in the relevant School Teachers' Pay & Conditions Document

Usually indoors.

Person specification

Criteria	Essential	Desirable
Qualifications	- Has qualified teacher status - Has recent professional training relevant to the post - Willingness to undertake CPD relevant to the post - Has up to date designated safeguarding training or be willing to do the training as soon as in post.	- Has current experience of being a DSL - Has a masters or equivalent in education - NPQ
Experience	- Has secondary teaching experience. - Has experience of leading teams - Knows, understands and applies knowledge of the English education system especially in all matters relating to inclusion and disadvantaged pupils. - Knows, understands and applies knowledge of pastoral care and all the issues associated with it. - Has experience of developing and delivering in-service training for staff - Experience of setting and monitoring a departmental or other budgets - Has experience of working with pupils resulting in measurable improvements in these pupils. - SLT experience	
Knowledge	- Knows, understands and applies knowledge of partnership working between schools - Knows, understands and applies knowledge of education legislation and practice. - Understands data and tracking procedures across a range of measures - Understands practical methods for improving learning behaviours across a variety of age ranges and pastoral issues	- Knowledge of examination and requirements to key stages 4&5 - Actively keeps up to date with education reading/literature
Skills/attributes	- Outstanding classroom practitioner - Able to use data and target setting to raise student aspirations and show measurable impact - Has high levels of communication and interpersonal skills including building positive relationships with adults and children - Has a sound knowledge and understanding of ICT applications - Has sound judgement, shows determination and initiative and is hard working - Able to inspire challenge, motivate and empower others - Able to analyse and interpret information, think strategically and contribute to the vision for the schools and federation. - Able to effectively prioritise, monitor and evaluate initiatives - Able to lead a team using a collaborative style whilst ensuring a high level of performance from all	

	• Able to think creatively, anticipate and solve problems, plan and organise themselves and others and delegate with appropriate monitoring • Good level of oral and communication skills and interpersonal skills including building positive relationships with adults and children	
General	• Fully subscribes to the Vision, Values and Aims of the schools and federation • Has high expectations of self and others	
Other	• Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Non disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post	