



# ***HEADTEACHER***

**LS30-36**

**Full Time / Permanent**

**Start Date: September 2026**

Tadcaster Grammar School



**Tadcaster**

Grammar School

Toulston  
Tadcaster  
LS24 9NB  
T: 01937 833466

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## **Letter from the Director of Education**

Thank you for expressing interest in applying for this post. Our school has a long and impressive history. The potential for an ambitious and talented school leader to build on this and the school's many strengths offers a very exciting opportunity.

Our vision for Tadcaster Grammar School is unbridled. We have a committed and talented staff, supportive parents, engaging and ambitious pupils all within a highly aspirational trust. We are looking for the right headteacher to create a truly brilliant school worthy of national repute.

Our school is set in a lovely rural setting close to Tadcaster town centre. The A64 is minutes away connecting to the fabulous city of York, the A19 and onwards towards the Yorkshire coast to the east. Whilst to the west there is access to the A1 the vibrant city of Leeds and fantastic countryside.

We are a fully comprehensive school with a large catchment area centred around Tadcaster and local villages but also taking pupils from further afield. A sizeable number of our pupils travel by bus. We have a strong sixth form which collaborates closely with Sherburn High School within the Trust to augment sixth form provision. This is an area we are keen to develop.

Our academic outcomes for 2025 were close to national average for both GCSE and A level. Significant work has been done around achievement and outcomes for 2026 are set to improve. We have 1500 pupils. 11.09% FSM, 15.53% SEND(K) and 2.27% SEND(E). We have an absence rate of 6.5% and a PA of 15%. Our destinations at the end of KS4 and KS5 are significantly above average.

Our headteacher must be a leader of people, with vision and ambition, able to inspire, communicate, drive and model the practice we expect to see. We want our staff to be enabled to do a great job in a supportive and creative workplace developing their practice and making a difference to the outcomes and destinations of our children. We want our pupils to know what is expected of them and how to fulfil those expectations. They should be heard, nurtured and challenged to be their best self. Parents and carers should have confidence and trust in the school.

Our headteacher will also understand the importance of clear systems and accountabilities to ensure that improvement is rapid, embedded and sustainable. They must be committed to working with the Trust for the benefit of all pupils, irrespective of circumstance or barriers.

You will get strong support from a committed leadership team and staff body. The trust will fully support you in your leadership journey. We are excited to be working with a likeminded college who will put the needs and aspirations of pupils at the centre of their thinking and practice.

Informal conversations can be arranged with a member of our executive team by contacting Claire Earl on 01937 538538 and school visits via Nici Clarke on 01937 833466

We understand the work involved in applying for a headship. This is a fantastic opportunity to make a difference to the life chances of young people. Should you decide to apply we look forward to reading your application and hopefully meeting you at Tadcaster Grammar School

Yours sincerely,

Steve Lewis  
Director of Education  
Yorkshire Learning Trust



## **Letter from Chair of Governors**

Dear Applicant,

On behalf of the Governors of Tadcaster Grammar School, thank you for the interest you have shown in our school.

Together with the Yorkshire Learning Trust we have put together this information pack. Please also use our website to get a flavour of our school in order to give an indication of the range of opportunities that the post offers. I hope you find the information of sufficient interest that you decide to apply for the post.

The appointment of a new Headteacher of Tadcaster Grammar School provides an exciting opportunity for the right individual to lead our well-regarded school as we build on the achievements of the outgoing head and staff over the last few years. Tadcaster Grammar School, founded in 1577, is a cherished part of our community and sits in an enviable rural location just outside the town.

The Governors are determined to sustain the highest aspirations for all our students in keeping with the school vision – Be Your Best Self. We are a ‘Good’ school seeking to progress to the next level. We want our pupils to study an exceptionally broad curriculum together with a superb programme of personal development. Our new headteacher will bring an expectation of high standards and a drive to ensure that every single one of our students is supported to thrive and excel.

The successful applicant will be joining a vibrant, welcoming and committed learning community where staff feel well supported and enjoy working together towards clear and shared goals.

I warmly encourage you to visit the school to see what is so special about life at Tadcaster Grammar School. We hope to arrange sunshine for you as well. Please contact Nici Clarke on 01937 833466 to make an appointment to visit us.

Thank you again for your interest in the post and I hope you consider applying.

Yours sincerely,

Tom Fielden  
Chair of Governors  
Tadcaster Grammar School

## **The Application Process**

Yorkshire Learning Trust (YLT) is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. For further details about the school visit our website: [Tadcaster Grammar School](#).

If you wish to apply for the post of Headteacher of Tadcaster Grammar School:

Fully complete the application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

Your Supporting Statement within the application form should be 2 sides A4 Ariel 12 point, 1.15 spacing maximum, addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Training
- Knowledge and skills

Please use relevant examples and impact measures from your practice during the last 3 years.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word. Your audience for your written work will be school staff and governors.

Remember when addressing the above, ***less is sometimes more***.



## Timeline for the selection process -

Post advertised	Tuesday 24 <sup>th</sup> March 2026
Informal telephone conversation with Ian Yapp, CEO or Steve Lewis, Director of Education.	Telephone: 01937 538538
Closing time/date for applications:	9am, Tuesday 21 <sup>st</sup> April 2026
Short listing:	Wednesday 22 <sup>nd</sup> April 2026
Invitation to interview by telephone/ Confirmation by email:	Thursday 23 <sup>rd</sup> April 2026
Selection day 1:	Tuesday 28 <sup>th</sup> April 2026
Successful candidates from Selection Day 1 will be invited to Selection Day 2:	Wednesday 29 <sup>th</sup> April 2026

Please note, the school will be closed for Easter from Friday 27<sup>th</sup> March to Monday 13<sup>th</sup> April. However, please still email to arrange discussions or to visit the school:

For visits: [n.clarke@tgs.starmat.uk](mailto:n.clarke@tgs.starmat.uk)

For an informal discussion: [enquiries@ylt.org.uk](mailto:enquiries@ylt.org.uk)



## About the School

### The School Vision and Values Statement

#### **OUR VISION** (*Our cause; our key belief*)

<b>Be your best self</b>	During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development. Each individual should also be: <ul style="list-style-type: none"><li>• aware of the needs of others in their thoughts and actions;</li><li>• empowered to control their own well-being;</li><li>• able to achieve fulfilment in their current and future lives.</li></ul>
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#### **OUR CORE VALUES** (*These should be seen, experienced & lived*)

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the Yorkshire Learning Trust Values ([www.ylt.org.uk/vision-and-values](http://www.ylt.org.uk/vision-and-values)) In addition:

Staff are guided by the following values which underpin everything we do, every day:

<b>Students considered first</b>	All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.
<b>High expectations - no limitations</b>	We do not prejudice potential by preconceptions about individuals or groups of students.
<b>The optimum curriculum experience for each student</b>	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
<b>The best support for each student</b>	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** every day:

<b>Ambition</b>	To have a desire to achieve success.
<b>Resilience</b>	To show a determination to achieve success
<b>Responsibility</b>	To take ownership for their actions and work in and out of school.
<b>Respect</b>	To be considerate to themselves and others.

## Job Description

<b>JOB TITLE:</b>	Headteacher
<b>GRADE:</b>	Leadership Scale (LS30 – LS36)
<b>RESPONSIBLE TO:</b>	CEO/Director of Education
<b>JOB PURPOSE:</b>	To provide leadership and strategic direction to the school and the wider educational community by ensuring the provision of high-quality teaching and learning; high standards and high expectations of students, staff and the community; delivering and developing innovative practice, establishing collaborative links with other schools and the wider education community; and developing a highly effective workforce to provide the best possible educational opportunity to all students.

### **MAIN RESPONSIBILITIES**

The main responsibilities of the role are to undertake the expectations of a headteacher as set out in the Headteacher Standards along with:

#### **Strategic Direction & Shaping the Future**

- A visionary and creative person who strives continually to improve and looks for new and innovative solutions while respecting tried and tested approaches that can be shown to work and uses their experience to ensure successful outcomes.
- An ambitious person that will accept only the best and embraces the vision for our school to enable all students to succeed and achieve.

#### **Strategic Leadership**

- Lead by example and be responsible for the overall strategic management and operational activity of the school.
- Ensure the vision for the school is in line with the trust's vision, clearly articulated, shared, understood and acted upon effectively by all staff.
- Demonstrate the vision and values of the Trust in everyday work and practice.
- Provide enthusiastic, innovative and consistent leadership to the school and its leadership team.
- Motivate and work with all stakeholders to create a shared culture and positive climate for all.
- Work positively with the community to ensure the best possible outcomes for students.
- Implement rigorous and sustainable policies and strategies in order to transform the outcomes for students at the school.
- Ensure that students are prepared and knowledgeable to be healthy, stay safe, enjoy and achieve maximum potential, achieve economic and personal wellbeing once they leave the school.
- Develop the reputation of the school, locally, regionally and nationally.
- Introduce appropriate innovation in line with educational developments and management best practice in a rapidly changing environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and its wider community.
- Contribute/lead to the development of the school's policies and procedures.
- Work with governors and trustees to develop and maintain effective governance arrangements.

## **Teaching and Learning**

- Ensure that the curriculum is both fit for purpose and provides an opportunity for children and young people to make progress irrespective of their starting points.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the school can meet changing needs and demands consistent with government guidelines and requirements.
- Ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Develop a culture where students feel safe, confident and can attain their maximum educational outcomes.
- Maximise the opportunities for all students through continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure high quality teaching is at the heart of strategic planning and resource management.
- Establish creative, responsive and effective approaches to teaching and learning.
- Empower students to take an active part in their own learning and to take personal responsibility for improving their future opportunities and educational experience.
- Implement strategies which secure high standards of behaviour and attendance.
- Monitor and evaluate the quality of teaching and standards of learning and achievement.
- Promote a school culture which promotes aspiration within the school community and celebrates success and achievement.
- Challenge underperformance at all levels and ensure effective corrective action, support and review.
- Build an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all students.

## **Finance, Personnel and Resources**

- Ensure the effective management and financial sustainability of the school.
- Create a structure which reflects the school's values and enables the supporting systems structures and processes to work effectively and in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the ongoing development of the school.
- Successful management of finance and human resources to achieve goals and priorities.
- Manage the setting of annual performance management targets for senior staff and review progress against them in line with agreed policy and procedures.
- Oversee the implementation of a robust performance management framework across the school in line with the Trust's vision and goals.
- Promote and develop a safe working practice culture to ensure staff and students are supported and safe.
- Ensure that all activities are conducted in accordance with legal requirements and regulations and that policies and procedures are consistent with 'best practice' and recognised codes of probity.
- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- Ensure that all resources are organised and managed to provide the best possible outcomes for students.
- Ensure that development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

## **Securing Accountability**

- Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed and are subject to a robust and rigorous review and evaluated in accordance with statutory performance management policy and procedures.
- Develop and implement a suitable quality assurance system

<ul style="list-style-type: none"> <li>• Present a clear, coherent and accurate account of performance to a range of audiences including the Trust's members, the local governing body, staff, parents and carers.</li> <li>• Promote the status and the ethos of the school with all stakeholders.</li> </ul> <p><b>Strengthening Community</b></p> <ul style="list-style-type: none"> <li>• Promote and develop a culture and curriculum that takes account of the richness and diversity of the community and celebrates the differences.</li> <li>• Create and promote positive strategies for challenging discrimination.</li> <li>• Collaborate with other agencies to provide a holistic approach to the wellbeing of staff, students and their families.</li> <li>• Create and maintain effective partnerships with parents and carers to support and improve the opportunities for all students and their communities.</li> <li>• Co-operate with relevant agencies to ensure communities are safe environments where students and their families have opportunities to thrive</li> <li>• The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.</li> <li>• The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work areas in the school.</li> </ul>	
<p><b>Safeguarding and Promoting the Welfare of Children/Young People</b></p>	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.</li> <li>• Yorkshire Learning Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the schools Health and Safety policy and procedures.</li> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<p><b>Data Protection</b></p>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• To comply with the YLT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>

<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</li> <li>• The YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• YLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li> <li>• YLT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values</li> </ul>

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the Trust and School organisation and may change either as your contract changes or as the organisation of the Trust or School is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. All staff are required to comply with the Trust and School's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with YLT and school's policies, and supporting documentation in respect of these issues.

## PERSON SPECIFICATION - Headteacher

<b>Qualifications</b>
<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Degree</li></ul>
<b>Experience</b>
<ul style="list-style-type: none"><li>• Successful leadership and management experience in a secondary school to at least deputy head / vice principal / head of school level in a school or academy</li><li>• Proven track record of raising educational standards</li><li>• Experience of developing, implementing and managing effective whole school systems for monitoring students' progress.</li><li>• Proven ability to successfully manage all resources effectively</li><li>• An excellent classroom practitioner with the highest expectations for the welfare and progress of all students</li><li>• Successful experience of monitoring and improving the quality of teaching and learning</li></ul>
<b>Knowledge, skills and ability</b>
<ul style="list-style-type: none"><li>• Ability to drive and deliver organisational change</li><li>• Clear understanding of how to drive rapid and sustainable improvement</li><li>• Deep knowledge and clear understanding of educational legislation, innovation and developments</li><li>• Ability to motivate staff to ensure high performance</li><li>• Ability to translate a visionary/innovative concept into a practical implementation plan</li><li>• Comprehensive knowledge of performance management requirements in an educational context</li><li>• A thorough understanding of curriculum development</li><li>• Innovative leadership skills with a clear understanding of education opportunity and how this can be translated into practical reality</li><li>• Outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the school</li><li>• Enthusiastic leader, committed to ensuring the best possible outcomes for students and the community the school serves</li><li>• Ability to build a sustainable workforce of high-quality staff and leaders</li><li>• Able to provide clear direction and shared purpose for all students, staff and stakeholders</li><li>• Able to work positively with all stakeholders and partners</li><li>• Excellent communicator who is at ease with all stakeholders but particularly with students and parents</li><li>• Strong interpersonal skills with the ability to influence others to the benefit of the school</li></ul>
<b>Additional Skills and Characteristics</b>
<ul style="list-style-type: none"><li>• Ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation</li><li>• Enthusiastic and motivational leader with strong morale building skills</li><li>• Ability to drive forward change very often in challenging circumstances</li></ul>

- Resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner
- Committed to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters
- Able to demonstrate a commitment to preserve and develop the religious character of faith (C of E) schools in the Trust, as well as the individual ethos of community schools
- Able to provide clear direction and shared purpose for students, staff and stakeholders
- Committed to personal development for all staff including themselves
- Committed to abide by and promote equality and diversity, health and safety and safeguarding and child protection
- Committed to safeguarding and promoting the welfare of children and young people
- All postholders will require an Enhanced DBS.

Please note: this job description and person specification is subject to the general conditions of service for a headteacher as set out in the current School Teachers' Pay and Conditions Document.