



Headteacher Application Pack

Contents

Welcome from the Chief Executive Officer	3
About Our School	4
The Location	6
Job Description	7
Person Specification	10
How to Apply	13
Safeguarding Commitment	14



Welcome from the CEO

I am delighted you are interested in joining the team at Hadrian Learning Trust as the next Headteacher of Hexham Middle School (HMS). This is a fantastic opportunity to lead an already successful school on our ongoing journey to be even better, as we seek to improve the educational experiences and outcomes of the young people we serve.

As Headteacher, you will lead a team of dedicated, supportive and loyal staff who go above and beyond each day for our pupils, providing high quality teaching, strong pastoral and academic support and extensive extra-curricular and enrichment opportunities. Our pupils are polite, welcoming, friendly and well behaved, and a joy to be around. 'HMS' really is an enjoyable place to be.

Our school ethos is characterised by our core values of Respect, Engage and Aspire, and is rooted in our belief in the highest academic standards for all and a valuing of education in its broadest sense, knowing that the arts, sport and other opportunities help shape our pupils as individuals and as citizens of the wider world. As our new Headteacher, you will be committed to such values and will be able to demonstrate a strong track record in raising standards for all pupils and enabling them to thrive and flourish.

As a member of the Trust Executive Team, you will be open to working collaboratively with senior colleagues to enable our close relationship with Queen Elizabeth High School, and indeed with others within the Hexham Partnership of Schools, to continue to be the success that it is, in the interests of our pupils and students.

At Hadrian Learning Trust, we are committed to the professional development of all staff and our Headteachers are supported to develop themselves to prepare them for future leadership progression and opportunities.

Thank you for your interest and I very much look forward to welcoming you to visit Hexham Middle School and to receiving your application.

Yours faithfully



Graeme Atkins
Chief Executive Officer



About Our School

Hexham Middle School (HMS) is a thriving and highly successful middle school for children aged 9-13 serving the historic market town of Hexham and the surrounding rural communities of west Northumberland. As part of Hadrian Learning Trust, the school enjoys a strong and distinctive identity while benefiting from close collaboration with partner schools across the Hexham Partnership, particularly Queen Elizabeth High School, with whom it has a very close working relationship.

With a reputation as a warm, welcoming and ambitious school, HMS is a place where children are known as individuals, supported to flourish and inspired to achieve their very best. The school's ethos is encapsulated in its core values of Respect, Engage and Aspire, which underpin every aspect of school life and shape the experiences of pupils, staff and the wider community.



"There is a sense of safety and belonging in this school community."

- Ofsted 2024

Located on a modern, purpose-built campus alongside Queen Elizabeth High School, HMS benefits from first-class facilities that support outstanding learning, creativity and personal development. The school has developed a strong culture of collaboration, high expectations and continuous improvement, enabling pupils to achieve highly while enjoying a rich and rewarding middle school experience. Cross-trust collaboration is overseen by an executive team comprising the Trust's CEO, the schools' headteachers, the Chief Financial Officer and the Business & HR Manager.



At the heart of the school's success is an ambitious and empowering curriculum designed around the principle of success for every learner. Rooted in a love of learning and informed by educational research, the curriculum aims not only to develop pupils' knowledge and skills but also to nurture curiosity, resilience, confidence and character. Strong transition arrangements and close curriculum alignment with local first and high schools ensure pupils are exceptionally well prepared for the next stage of their education.

The quality of education at HMS is complemented by a deeply embedded commitment to inclusion, care and wellbeing. Staff place great emphasis on ensuring that every child feels safe, valued and supported. Through strong pastoral systems, highly effective SEND provision and a culture of positive relationships, the school creates an environment in which all pupils can thrive socially, emotionally and academically.

Beyond the classroom, HMS offers an extensive programme of enrichment, leadership and extra-curricular opportunities. Pupils participate in a wide range of sporting, musical, artistic and cultural activities, alongside residential visits, student leadership roles and community projects. These experiences help to develop confident, responsible young people who are ready to contribute positively to their communities and embrace future opportunities.



“ a place where
pupils' behaviour is
exemplary - Ofsted
2024 ”

The Location

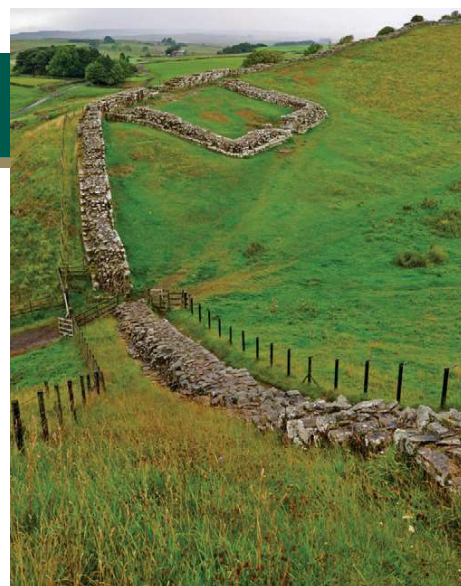
Hexham is a rural market town situated on the south bank of the River Tyne, with a history dating back at least to 672, when St Wilfrid founded Hexham Abbey. The town retains many listed buildings, including the medieval Gaol and Moot Hall. Hadrian's Wall and other Roman sites are a short drive away.

There is a strong community spirit, and volunteers from the town organise events including a popular fireworks display, music and book festivals, farmers' market, community-run cinema and many more.
<https://visithexham.com/>

Beautiful countryside surrounds Hexham, yet it is only a twenty-five-minute drive to the vibrant city life of Newcastle upon Tyne and some of the country's largest arts and shopping centres at The Glasshouse Gateshead and the MetroCentre. <https://newcastlegateshead.com/>

Commuting to Hexham is easy, with relatively little traffic and good road and rail links. The A69 links us to Newcastle and the A1 in the east, and to Carlisle, the M6 and the Lake District to the west. Travelling by train to London takes less than three hours, and there is an international airport at Newcastle.

Hexham regularly features amongst the best and happiest places to live in the UK, with average house prices and rentals less expensive than the national averages.



** Applicants are advised that reimbursement for relocation costs may be considered by the Trust Board. Any discussions regarding this should be raised discreetly, either at the Familiarisation visit or on Day 1 of the selection process.*

Job Description

Post Title:	Headteacher	Workplace:	Hexham Middle School
Band:	Band 4	Date:	1 January 2027
Responsible to:	CEO	School:	Hexham Middle School
Responsible for:			
Contact with young people: This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.			
Responsibilities, Duties and Key Result Areas:			
Duties and Key Result Areas <i>This Job Description is supported by the Headteacher Standards 2020 and applies them to the specifics of the role requirements to successfully lead Hexham Middle School.</i> Main Purpose of the Role The Headteacher is responsible for improving the educational experience and outcomes for the young people who attend Hexham Middle School through overseeing the effective and efficient delivery of operational excellence across curriculum, teaching and learning, attendance, behaviour, personal development and safeguarding. Through an ambitious and inclusive approach, the Headteacher will ensure our core values of respect, engage and aspire are evident in all aspects of school life and shared by all members of the school community. General Responsibilities Qualities and Knowledge • Hold and effectively articulate clear values and moral purpose, focused on providing a world- class education for the pupils and communities we serve. • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community and wider stakeholders. • Lead by example - with integrity, creativity, resilience, and clarity - drawing on own education, expertise and skills, and that of those around you. • Lead by example by sustaining a wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development and learning. • Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating relevant local and national policy into the school's context. • Communicate compellingly the school's vision and provide highly effective strategic leadership, empowering all pupils and staff to excel. • Commit to a collaborative approach across Trust working for the benefit of all pupils, staff and families within our organisation			

Students and Staff

- Demand ambitious standards for all pupils in all that they do, overcoming disadvantage and advancing equality.
- Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes and wider experience
- Lead an evidence-informed commitment to continuing professional development and learning for all staff to ensure everyone can contribute to the provision for students and knows their value.
- Secure exceptional teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities.
- Prioritise the well-being, positive mental health and personal development of pupils.
- Establish an educational culture of aspiration for all and continuous improvement.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Engage staff, realistically and constructively, leading the ongoing review and management of the main pressures on them to support workload and well-being.
- Clearly identify the roles and responsibilities of all staff within the school and deliver an appraisal process that celebrates success, values mutual respect and offers strong ambition for all.
- Hold all staff to account for their professional conduct and practice at all times.

Systems and Processes

- Work with the Trust Lead, Trust Executives, those responsible for governance and wider partnership colleagues to further develop a shared, strategic vision and a plan that ignites a passion for learning, promotes realisation of ambitions, motivates students, staff and the wider school community, and impacts positively on the quality of education and standards across the school and wider Trust.
- 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.
- Plan, develop, monitor, evaluate and review the School Development Plan, engaging with other post holders to deliver clear improvement outcomes that reflect school and Trust priorities.
- Act to promote creativity, innovation and other transformational activities to raise standards in all areas of the school's work.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on a strong culture of safeguarding and developing exemplary behaviour in school and in wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance swiftly, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support those responsible for governance to understand its role and deliver its functions effectively through transparent data sets and critical analysis. In particular, enable those responsible for governance to discharge their functions to set school strategy and hold the Headteacher to account for student, staff and financial performance.
- Exercise integrated curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's financial sustainability.
- Appropriately distribute leadership throughout the organisation, developing teams of colleagues who hold each other to account for their decision-making.
- Ensure all statutory requirements are met and delivered effectively.
- Ensure the school is well prepared to deliver evidence as required to meet internal and external accountability frameworks.
- In conjunction with the Trust Leader and with the support of experts, develop, plan and deliver a digital strategy for the school and members of the school community, within the wider Trust strategy.

Self-Improving School

- Create a culture of positive challenge within the school to successfully embed change management and deliver sustained school improvement.
- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievement in its broadest sense for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services and beyond to improve academic, career and social outcomes for all pupils.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development and learning for all staff.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Other Responsibilities

- Engage collaboratively as a member of the Trust's SLT Executive in support of cross-trust alignment as appropriate.
- Hold colleagues accountable in their roles at all levels.
- Ensure that the management of the school through designated roles is efficient and effective.
- Develop and promote policies and procedures that ensure the school's distinctive ethos is reflected in all activities and that school and Trust policies are enacted.
- Promote the School's ethos and culture to the broader community and beyond.
- Represent the school in appropriate forums locally, regionally and/or nationally as required.
- Assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Management of budgets.
- The post holder will be expected to work within the Trust and school's policies and procedures.
- The above duties are not exhaustive and the post holder may be required to perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

As a Member of Staff of the Trust

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance.
- Role model high levels of literacy and numeracy including modelling appropriate language.
- Have high expectations of all pupils.
- Aspire to develop your professional skills and qualifications.
- Use all forms of social media appropriately and responsibly.
- Take responsibility for the reputational management of Hexham Middle School and Hadrian Learning Trust.
- Contribute positively to systems of evaluation and performance of the organisation.

Work Arrangements:

Physical requirements:

Physically able to meet the demands of the job which may include encountering angry/upset/vulnerable parents/carers and students.

Transport requirements:

Required to use own transport to attend meetings

Working patterns:

Trust working hours, usually 8:00 – 17:00 but also out of hours as necessary.

Working conditions:

Normally indoors and in agreed locations.

Person Specification

ESSENTIAL	DESIRABLE	ASSESSED BY
KNOWLEDGE AND QUALIFICATIONS		
• Educated to degree level. • Qualified Teacher Status. • Ability to demonstrate recent commitment to own continuing professional development and learning. • Clear knowledge of the 9 to 13 age range (or equivalent upper primary/lower secondary phase experience) including accountability processes. • Extensive knowledge and understanding of the evidence to support high quality and effective teaching and learning and effective implementation of an appropriate curriculum • Extensive knowledge and understanding of the barriers to learning for children and young people with disadvantage and SEND (including those in alternative provision).	• National Professional Qualification for Headship or equivalent. • Relevant degree and/or professional qualifications.	A/I/R
EXPERIENCE		
• Extensive experience of highly successful leadership within the education sector. • Experience of leading effective and sustained school improvement resulting in improved provision and outcomes for pupils. • Evidence of leading and delivering a CPDL strategy for sustained impact in all areas of organisational priority. • Experience of managing organisational budgets and effective deployment of resources. • Experience and evidence of successfully removing inequality to improve educational standards and life chances for children and young people. • Experience of creating and sustaining a robust culture of safeguarding.	• Experience of working within a Multi-Academy Trust. • Experience of Senior Leadership in more than one school. • Previous Headship (or equivalent) within the sector.	A/I/R

ESSENTIAL	DESIRABLE	ASSESSED BY
SKILLS AND COMPETENCIES		
• Evidence of planning, delivering and sustaining school improvement. • Proven ability to effectively communicate and build strong and sustained relationships with a breadth of stakeholders. • Effective working with those responsible for governance. • Strong commitment to the Nolan Principles and understanding of the moral purpose of public life. • Exceptional communicator in all aspects of professional interaction. • Proven track record of high-level analytical skills, designing and implementing strategic plans informed by robust decision making. • Provides inspirational leadership that maximises opportunity for all.		A/I/R
PHYSICAL, MENTAL AND EMOTIONAL DEMANDS		
• Ability to create and motivate a team. • Demonstrates a high moral integrity. • Inspiring leader with strong innovation, creativity and success in the education sector. • Demonstrates resilience and optimism throughout their working approach. • Ability to empathise with stakeholders and consider their views in decision making.		A/I/R



ESSENTIAL	DESIRABLE	ASSESSED BY
Other		
• Values aligned with Hexham Middle School and Hadrian Learning Trust. • Recognises and respects the importance of creating a positive, collaborative and inclusive culture which impacts positively on all members of the organisation. • A personal and professional commitment to an ethical approach. • Flexibility, openness and a commitment to collaborative leadership. • Demonstrates a commitment and belief in supporting professional growth, attracting and retaining great people.		A/I/R

Key to assessment methods; (a) application form, (i) interview and assessment tasks, (r) references

Please note that Recruitment and Selection records will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions.



How to Apply

Full details of the post of Headteacher at Queen Elizabeth High School, part of Hadrian Learning Trust, can be found on [Vacancies – Hexham Middle School](#).

All applications should be submitted through MyNewTerm using the following link: Candidate Login | MyNewTerm, with the Post Reference EDV/2026/HMS/64002. All communication with applicants will be via MyNewTerm.

We look forward to receiving your application via our MyNewTerm e-application form, which must include **a supporting statement of no more than 1000 words in font size 12. Using the Person Specification, please focus on your knowledge and experience and how these have delivered organisational success, with specific reference to your leadership actions and evidence of impact.**

If you would like to find out more about our Trust and this exciting opportunity to lead Hexham Middle School, please contact **Ellie Simpson (HR Manager) 01434 610 321** or by email at recruitment@qehs.net for an informal conversation or further information.

We would like to provide all potential candidates with the opportunity to meet with Graeme Atkins, CEO of the Trust, and to visit HMS. We encourage you to take up this familiarisation opportunity to learn more about the role and the organisation. This will be by prior arrangement and can be either in person or virtual. **Please contact Ellie Simpson using the details above in the first instance to make these arrangements.** These familiarisation opportunities will be candidate led and will provide an opportunity for you to learn more about the role and the organisation.

Process information

Closing date for applications: **Midnight on Sunday 20 Sept 2026**

Shortlisting will take place on: **Monday 21 Sept 2026**

Applicants invited to interview on: **Tuesday 22 Sept 2026**

Interviews will be held on: **Thursday 24 and Friday 25 Sept 2026**



Applicants should be aware that references will be taken up shortly after shortlisting and prior to interview using the contact details provided on your application form.

Safeguarding Commitment

Hadrian Learning Trust is fully committed to safeguarding children and promoting the welfare of children and young people and expects all staff to prioritise this commitment. The preferred candidate will be required to undertake an Enhanced Disclosure and Barring Service check.

As the preferred candidate for Headteacher, we will also conduct a Section 128 check for financial probity.

Please also be aware that, in line with the Keeping Children Safe in Education guidance, you will be subject to an online check and may be questioned about the findings of such a check at interview.

