

# HEADTEACHER CANDIDATE PACK

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# Welcome to St Michael Abbey School

Thank you for your interest in the Headship of St Michael Abbey School, a position which arises with the resignation of Mr Robert Ford due to family medical reasons. We are delighted that you are considering joining us and we hope that you will wish to apply for this position once you have found out a little more about us.

Set within historic grounds, St Michael Abbey School is surrounded by 22 acres of beautiful British country side ,and only 5 minutes' drive from the historic Tenbury Wells Known as the "Town in the Orchard," it's famous for its traditional markets, apple and hop harvests, and being the international capital of mistletoe. Catering for both day and boarding students from ages 13-19, our international and British school is a home away from home -a place to broaden ambitions and fulfil potential St Michael Abbey School opened in September 2025 after very successful Ofsted report.

St Michael Abbey school has been a prestigious educational facility since it was purpose-built in 1856. First founded as music school for boys, it later became an important facility in an internationally recognised college group. Today, we are proud to begin a new chapter in the school's history as an independent establishment, part of the SIAS Education Group and Anglo Independence School.

As we continue to build on our strong foundations, we are seeking a visionary and dynamic Headteacher, consolidating successes and driving further growth in numbers. You will already be an inspirational, talented, enthusiastic, successful educational leader with the drive and ambition to ensure continued success and the vision and skills to identify and deliver change in the years ahead. This is an exciting opportunity for an ambitious and experienced school leader to play a pivotal role in shaping the future of St Michael Abbey School.

As a Head of St Michael Abbey School, you will lead our professional and experienced staff team, who are committed to teaching, deploying their empathy and enthusiasm for their subjects to inspire pupils.

SMA is a school with enormous potential, and it is the boards intention to realise it and secure it for future generations.

We look forward to hearing from you soon and to welcoming you to our school

Lily Colton  
CEO



## Location & History

Set within historic grounds, St Michael Abbey School is surrounded by 22 acres of beautiful British countryside. Catering for both day and boarding students, our international and British school is a home away from home - a place to broaden ambitions and fulfil potential.

The building itself is steeped in history, originally built in 1856 by an Oxford University Professor. The campus has developed significantly over its 168 year heritage and will soon offer state-of-the-art teaching and sports facilities.

The neighbouring towns of Tenbury Wells and Ludlow offer a picturesque and tranquil setting to allow our pupils to concentrate on their studies. While at the same time, the school is within a short distance of other local cities, such as Birmingham, providing an ideal location for both study and social activities.

“Our school has a strong foundation in British culture and historical heritage, renowned for its long history and outstanding educational background. Our educational philosophy is to combine internationalisation with localisation, preserving the essence of traditional British education while adapting to the trends of globalisation.”

*Dr. Shawn C Chairman of St Michael Abbey School*



## In the Classroom

Our aim is not only to ensure students succeed academically, but also to enable them to fully experience the breadth of a British education, fostering truly open-minded, innovative, and versatile individuals.

Through challenging and engaging lessons, our motivated and experienced teaching staff nurture students to develop new skills and forge an understanding of international cultures.

## Curriculum

St Michael Abbey School is open to local and international students, with a broad curriculum of GCSE and A-Level courses.

As a selective school, we know the importance of these essential qualifications in influencing the future educational and career opportunities of students, which is why our students are continuously supported in the understanding and mastery of subjects.

## Facilities

- Comfortable and recently refurbished accommodation for boarding students
- State-of-the-art science labs
- Modern computing suites
- Resourceful library
- Fully equipped creative studios
- On-site restaurant with mini mart
- Extensive outdoor space for sport and recreation
- Managed grounds with 24/7 security



# Headteacher Job Description



**Salary:** £70-85k

**Hours:** Full Time

**Contract type:** Permanent

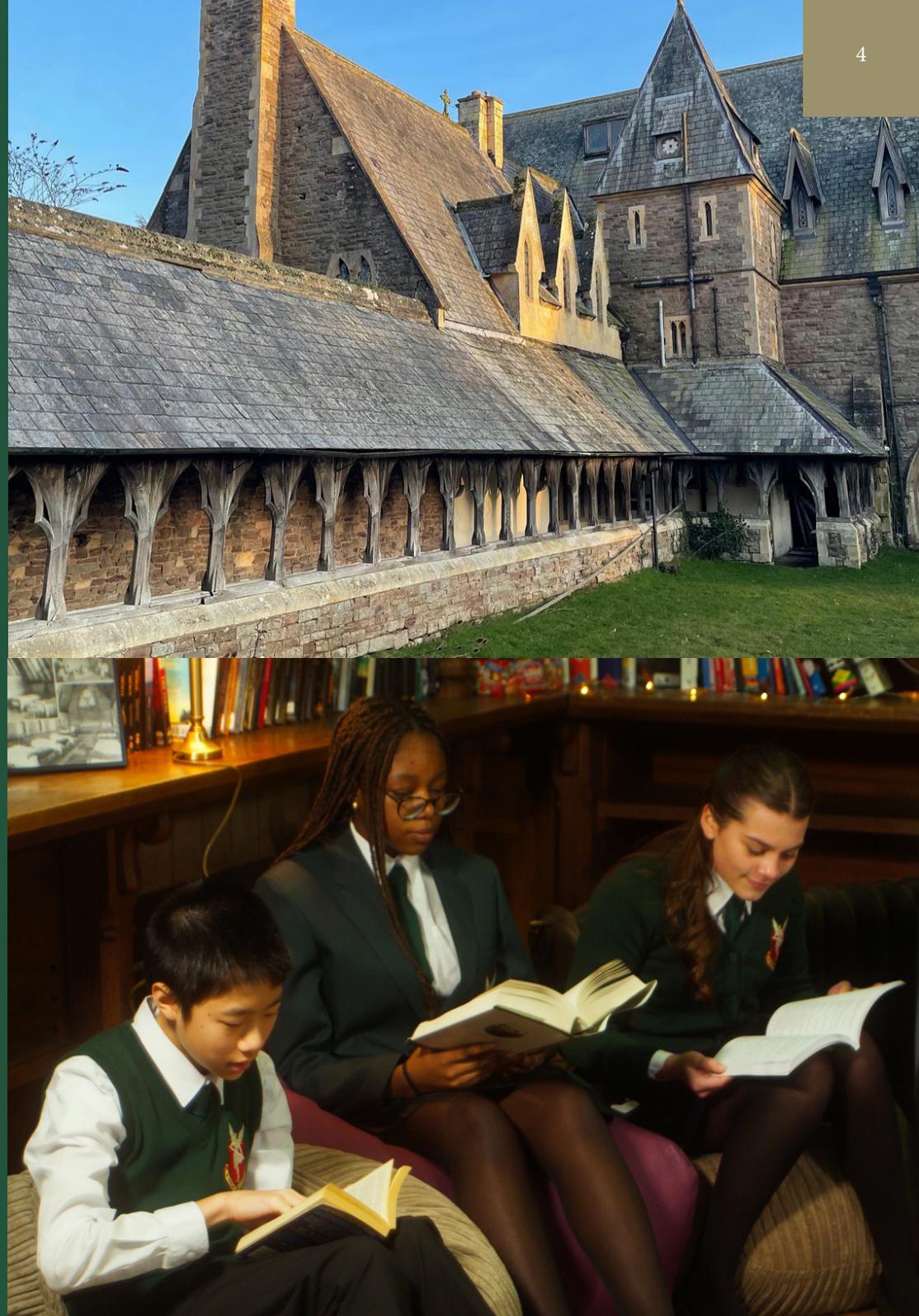
**Reporting to:** CEO

**Responsible for** Deputy Head (Academic)

Deputy Head (pastoral) Operations Manager

## Benefits

- Free school accommodation
- One free school place for dependent children
- Automatic enrolment to company Pension Scheme.
- Laptop provided.
- Home-cooked school lunches are available for all staff, all dietary requirements are catered for, and evening meals provided where required.
- Access to an employee wellbeing platform
- Other benefits include free on-site parking, cycle to work scheme.



## Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively ensuring all financial resources are managed within agreed budgets
- To work closely with the CEO to actively explore and implement opportunities to strengthen the financial base of the School: including additional income streams from business related activities

## Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Be an inspirational role model to all staff and pupils, encouraging a growth and mindset and reflective practice, as well as excellent and high expectations for all
- To be visible and appropriately accessible to School staff, pupils and parents and prospective parents; to be in a position to testify to the quality of all that is on offer by visiting classes, attending events and generally supporting and celebrating the busy and varied life of the School.



## Duties and responsibilities

### School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- To be an inspirational leader and role model to all staff and pupils, encouraging a growth mindset and reflective practice, as well as excellence and high expectations for all.

### Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- To ensure that the progress of the pupils is monitored and recorded and suitable strategies are put in place to allow pupils to reach their full potential
- To ensure that pastoral care, safeguarding, wellbeing and welfare provision are of the highest quality, successfully permeating all areas of school life, satisfying all statutory and regulatory requirement and remaining a great strength of the School



## **Additional and special educational needs (SEN) and disabilities**

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

## **Managing the school**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- To be responsible for the School's organisational structure, ensuring that it is fit for purpose and can deliver the School's short term aims and longer-term
- To oversee teaching staff levels and structures across the School, ensuring the right balance of teaching and support staff.
- To promote and pursue excellence. Working closely with the Senior Leadership Team, establishing and maintaining a supportive and enlightened framework for developing and monitoring the quality of all aspects of teaching, learning and pastoral care, including safeguarding. This needs to be achieved by both empowering and holding to account the senior leadership of the School
- To recruit and induct the senior leadership of the School so that they deliver the highest possible standards and lead calmly with clarity, purpose and decisiveness.
- To ensure timely recruitment and induction of all teaching staff so that they deliver the highest possible standards of teaching, pastoral care and co-curricular enrichment to the pupils strategic plans.





## Safeguarding Children

The postholder's responsibility for promoting and safeguarding the welfare of children and young persons or whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policy statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School must report any concerns to the Deputy Head (Pastoral) or the Headmaster.

## Mandatory Training

- Safeguarding training
- Health & Safety induction

## General

The employee will need to satisfy the School of medical fitness, integrity of information supplied and will be expected to sign a contract of employment.

## Safeguarding

SMA committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs,



## Safeguarding *continued*

or has attached details of their record in a sealed envelope marked confidential. Candidates who are shortlisted should be advised that an online search will be conducted at that stage.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies. Please refer to the Safer Recruitment Policy. This should be read alongside this brochure

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on our website





# Headteacher Person Specification

## Criteria

Qualifications  
and training

## Qualities

- Qualified teacher status
- Degree
- National professional qualification for headship (NPQH)

Experience

- Successful leadership and management experience in a school
- Teaching experience.
- Involvement in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development

Skills and  
knowledge

- Data analysis skills, and the ability to use data to set targets and identify weaknesses
- Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve
- Understanding of school finances and financial management
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships

Personal  
qualities

- Commitment to uphold the 7 principles of public life (the Nolan principles) at all times
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position
- Openness and a collaborative spirit – a good listener and team player
- A high level of emotional intelligence



## How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Neil Massie, [nmassie@academicis.co.uk](mailto:nmassie@academicis.co.uk) or 01223 907979/07818 875514. Please email your application to Neil Massie: [nmassie@academicis.co.uk](mailto:nmassie@academicis.co.uk)

Closing Date: Monday 24th November 2025

Shortlisting: Wednesday 26th November 2025

Interviews: Tuesday 2nd December 2025

