

Room 057
Education Department
County Hall
Martineau Lane
Norwich
NR1 2DL

Tel: 01603 223483

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NEAS/fc/YB/cr

Please ask for: Fred Corbett

25 August 2003

Email: fred.corbett@norfolk.gov.uk

To: Headteachers of all Norfolk secondary schools

Dear Headteacher

I am writing to draw your attention to the enclosed advert for Senior Advisory Headteacher 14-19. This is a joint appointment with the LSC.

The advert will be placed in the Teaching Vacancies list (blue pages) in the week beginning 1 September 2003.

The secondment is for one year. Applicants will be considered for full-time or on a job-share basis. We are genuinely interested in flexible working arrangements, to get the right person or persons for this role. If you would like to discuss the possibilities, please contact Yvonne Barclay on 01603 433276.

Yours sincerely

Fred Corbett
Assistant Director (Advisory Services)

enc

ADVERTISING INSTRUCTIONS TO RILEYS

ORDER NO: EPS 3/283

TVL 5 September 2003

For action - in case of query please contact Rita Mills - Ext 2345
Invoice to County Hall

COPY FOR THE ADVERTISEMENT

NORFOLK EDUCATION ADVISORY SERVICE

Based in Norwich

Our recent Ofsted inspection report said “*Norfolk is now a highly effective LEA in relation to school improvement. Strengths greatly outweigh weaknesses. In particular, the LEA's approach to monitoring, challenge and intervention and its work with under-performing schools are exemplary, amongst the best nationally.*”

Do you want to be a central part of the next phase of our joint development with the LSC?

SENIOR ADVISORY HEADTEACHER, secondment within the Norfolk Education Advisory Service. This is a joint appointment with the Norfolk Learning & Skills Council.

Applications are invited from headteachers for either a full-time or part-time secondment (0.5) for one year.

Required from 1st January 2004 or earlier if possible. We are seeking an experienced headteacher who can lead on the development of 14-19. This will involve leading a team of stakeholders across different sectors to produce a county wide strategy.

We are looking for someone with special qualities, familiar with current thinking about the secondary transformation agenda, how pupils and teachers learn and who has a strong track record of school improvement.

As a member of the Senior Management of the Advisory Service, working closely with the LSC, you will be expected to develop further support for all the County's secondary schools and the interface with the LSC and ensure that we are at the forefront of national developments for 14-19 education. You will also need to work closely with those from a range of learning providers to ensure we meet the needs of learners and employers.

The successful candidates will:

- be exceptionally good managers and leaders
- have the ability to motivate others
- have first rate communication and interpersonal skills

- have the ability to network effectively with senior managers in secondary schools, colleges and work-based learning providers
- be determined to make a difference to the lives of pupils of all abilities
- have the ability to network effectively with other key stakeholders such as Connexions and the Learning Partnership.

In return we can offer you excellent administrative support, a pleasant and well equipped working environment, and, above all, a strong commitment to your own professional development. You will be working with a large and successful advisory service and the LSC, and will be expected to contribute to the professionalism and expertise of our teams. You will be a key player in advising the Director of Education and the Executive Director of the LSC on all matters relating to developments in the County's strategy 14-19.

If you would like to have an informal discussion regarding this post please phone Yvonne Barclay, Principal Adviser (Secondary School Development) on 01603 433276

Interviews will be held on Friday 26th September

Applicants are asked to have gained agreement from their Governing Body before applying for this secondment.

For further information about this post please contact Miss Rita Mills, enclosing a large self addressed envelope (23 x 32cm - no stamp required) to Education Personnel Services, County Hall, Norwich, Norfolk NR1 2DL, or telephone 01603 222345, email: epsjobs.edu@norfolk.gov.uk

Please quote job ref: EPS 3/283

Completed applications should be returned by 18th September 2003.

To be completed by Recruitment Team, County Hall

Completed by Rita Mills

Date order received:

Memo

PROOF APPROVAL

Please fax back this document 01603 219050; or telephone 01603 222345 to approve the above advertising instructions to: Rita Mills, Education Department, County Hall. (Latest date/time for any changes to advertisement: _____).

Approved by :