



## NEWPORT PRIMARY SCHOOL

### Headteacher Application Pack



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# Welcome to Newport Primary

We are a caring and committed school who seeks the very best opportunities for all of our children. This is shown through having the highest expectations and aspirations for all of our pupils. In 2017 our results throughout the school were above national and Essex in all statutory test and assessments.

Our curriculum is taught creatively so that it engages and inspires pupils to do well and is richly complemented by an excellent range of after school clubs including music, sport, dance, computing and modern foreign languages.



We have an forward thinking Governing Body which play an important role in shaping the school's future and a supportive parent-led group who work tirelessly to organise events for the children and raise funds to help improve our work.

We have a first class learning environment; the school is set in attractive grounds with classrooms opening onto our large playing field, gardens and a pond with a wildlife area.

## Aims and Vision

**Our School Vision is to create a learning environment where every single pupil is happy and well cared for, loves learning and makes the best possible progress.**

At Newport Primary School our aims are to:

- Strive for excellence in everything we do
- Recognise and celebrate every child's individual talents and needs
- Ensure that every child has the opportunity to be the best they can be
- Have the highest of expectations for what every child can achieve, hence our school motto 'Believe and Achieve'
- Promote an ethos where every child feels valued, respected and proud of themselves, their school and their community



We think that if you believe in yourself and have a go at something new then you have every chance of achieving it. You might not do it first time, but if you believe in yourself you will get there in the end.



The Newport School Rules are:

- We always make sure we **do the right thing** and act with **responsibility**.
- We always make sure we **tell the truth**, and are **fair** and **honest**.
- We always have a **positive attitude** about what we can achieve and have **aspirations**.
- We always think about **people's feelings and rights** and **show respect**.
- We always make sure we **try to understand others** and **act with compassion**.





# Welcome to Newport

There are now 1000+ dwellings in Newport due to recent development within the village, and there is further development underway or at the planning stage. About 10% of the houses in the village are council-owned, including 35 old people's bungalows and 30 flats in warden assisted sheltered accommodation for the elderly – although this is also under development to include more rooms. There is low cost housing at both end of the villages. The social composition is mixed with many commuters, as Newport has its own railway station on the line between Cambridge and London Liverpool Street.



As well as the primary school, there is a secondary school (Joyce Frankland Academy) and a variety of services and small shops in the village including a convenience store with post office, a chemist, a garage, a village hall, a doctors' surgery, an Indian restaurant and two public houses. There is Olivers Lodge who provide a nursery, pre-school and after school provision. There is a retained Fire Station, Scouting and Guiding groups, toddler group, Art, Dance, Drama and Local History groups. A prize-winning glossy village magazine published twice a year lists in an appendix the many clubs and organisations operating in the village. It is a friendly and supportive community.

Newport has an active church with many activities for young children and families. There is also a Youth Group that runs on recreation ground close to the school.

Whilst the M11 runs close to the village there is no entry or exit at this point. However the motorway is accessible both to the north at Duxford (J10) or to the south by Stansted Airport (J8). It is also close to access to both the A11 & A14.



# Job Description

Post: Head Teacher

Salary Range: 11-17 Leadership Scale

Responsible to: The Governing Body



## Main Purpose of the Job

- Provide professional leadership and management of the school
- Raise standards and achievement in all areas of the school's work
- Ensure personalised learning for all pupils
- Provide equal opportunities for all
- Work effectively with the school's governing body and staff

Further develop the distinctive ethos of the school whilst having a clear vision for its future.

The Head Teacher, working with and being accountable to the governing body, provides a strong vision and clear direction for the school. Ensuring this vision is effectively articulated, shared and understood. Is able to translate this vision into agreed objectives and operational plans which will promote and sustain school improvement. Supported by staff and governors, the Headteacher ensures continuous improvement in the quality of education. The Headteacher demonstrates effective and efficient use of the school's resources to achieve its aims and objectives.

The Head Teacher leads a culture of encouragement, support and challenge in order to achieve each child's full potential and the highest possible educational standards.

The Head Teacher, working with others, secures the commitment of the wider community to the school by developing and maintaining effective networks with, for example, local schools and pre-schools, other services and agencies for children, the Local Authority, other education institutions and employers, as well as working closely with other community organisations.

## Key Responsibilities

### Leadership

- Promote and safeguard the welfare of all pupils in accordance with statutory guidelines and ensure that all staff are committed to and comply with the requirements.
- Ensure that the health and safety of all pupils and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.
- Identify and determine the school aims and vision for the future
- Develop and create plans to deliver continuous improvement in consultation and through evaluation with staff, parents, pupils and governors.
- Ensure the development of a strong vision, ethos and identity that unites staff and pupils and establishes a culture of self-evaluation that will lead to continual improvements.
- Effectively lead and develop the school's leadership team members and successfully delegate responsibilities to guarantee high standards in all areas.
- Ensure that effective and efficient policies are implemented, complied with regular review.

- Ensure the effective management of staff, including their performance management, in order to achieve high standards and harmonious and positive relationships.
- Develop and maintain effective communication with all stakeholders.
- Ensure high standards of pupil behaviour and attendance.
- Innovate and lead the effective change management.
- Build positive and constructive relationships with pupils, parents, staff, governors, other head teachers and stakeholders to develop and enhance the achievements and good reputation of the school.
- Carry out those responsibilities defined by statute with specific reference to Conditions of Employment of Headteachers in the current DfE publication. School Teachers' Pay and Conditions including the educational standards, internal organisation, management and control of the school.
- Lead school assemblies on a regular basis.

### **Curriculum**

- Develop, monitor and review the curriculum to provide appropriate programmes that meet the needs of all learners.
- Ensure that the curriculum promotes each pupil's well-being and prepares each pupil for secondary education.
- Monitor and evaluate standards of teaching, learning and assessment across the school to maintain and raise high standards.
- Ensure coaching for improvement takes place, this may include the use of team teaching and any other means of improving teaching and learning as appropriate.
- Determine policies and organisation of multi-agency support and the holistic care of all pupils, including those who are vulnerable.
- Ensure that links are developed and maintained with businesses, other schools, and voluntary and community sectors to enhance the learning opportunities of pupils and staff.

### **Responsibility for Resources**

- Effectively manage the overall school budget. Allocate funds to ensure the efficient use of accommodation, facilities and resources to provide excellent value for money within agreed expenditure limits.
- Develop appropriate staffing structures that are capable of delivering excellence across the school.
- Seek additional and sustainable funding to support and pilot new initiatives where appropriate and evaluate effectiveness.

### **Safeguarding children**

- In accordance with the school's commitment to follow and adhere to the Department for Education's child protection guidance and all relevant guidance and legislation in respect of safeguarding children, the Headteacher is required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.

- All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the pupils and the school.
- The Headteacher is also required to know and comply with the DfE document 'Keeping Children Safe in Education' (April 2014).
- The Headteacher is required to have satisfactory Enhanced DBS clearance.
- The role requires the Headteacher to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others.
- The Headteacher must understand and carry out duties in accordance with the responsibilities of being in a position of trust and must show a duty of care appropriately at all times.
- The Headteacher is expected to present a consistently positive image of the school and uphold public trust and confidence at all times with all stakeholders and members of the wider community.

## Person Specification

Candidates will need to demonstrate that they can lead, manage and empower all staff to perform to the best of their abilities, including the following:

<b>Qualifications and Training</b>	<b>Essential (E) Desirable (D)</b>	<b>Identified primarily by</b>
<b>General</b>		
Teaching qualification (e.g. PGCE)	E	Application form
First degree or equivalent.	E	Application form
Evidence of recent, relevant professional development.	E	Application form
Relevant higher degree or equivalent (e.g. M. Ed, DMS, etc.)	D	Application form
Applications are welcome from Candidates who either hold the NPQH or show willing to complete the Headship qualification on appointment	D	Application form/interview
<b>Skills / Experience</b>		
Proven leadership skills at a senior level gained in an education setting, using effective people management practices.	E	Application form/interview
Successful track record as a professional teacher.	E	Application form/ references
Proven skills in strategic thinking, leading to effective planning.	E	Application form/ interview/ references
Thorough commitment to child safeguarding and proven experience of promoting child wellbeing.	E	Application form/ selection process/ interview
Demonstrable commitment to and understanding of equalities issues in education and employment.	E	Application form/ selection process/ interview
Experience and involvement in managing complex budgets and other resources using sound financial management practice.	D	Application form/ selection process/ interview
Track record of working constructively with school Governing Body.	E	Application form/ selection process/ interview
<b>Personal Qualities</b>		
Creativity and imagination in response to changing circumstances and new ideas.	E	Application form/ selection process
Resilience to cope effectively with challenge and embrace change management.	E	Selection process/ interview
Enthusiasm and ability to inspire and enthuse others.	E	Selection process/ interview
Commitment, reliability and demonstrable integrity.	E	Selection process/ references
Positive attitude and approach to problem solving.	E	Selection process/ interview



<b>Qualifications and Training</b>	<b>Essential (E) Desirable (D)</b>	<b>Identified primarily by</b>
<b>Knowledge and Understanding</b>		
<b>SHAPING THE FUTURE</b>		
Ability to think strategically, build and communicate a coherent vision in a range of compelling ways that is then delivered through a clear School Improvement Plan.	E	Application form/ selection process
Experience of working with parents, carers, families and the school team to help children and young people succeed and thrive.	E	Application form/ selection process/ referencing
Clear understanding of effective school self-evaluation in order to drive school improvement, including sound knowledge and understanding of the requirements of the Ofsted inspection framework.	E	Application form/ interview
Sound knowledge and understanding of the legislative framework in which schools operate.	E	Application form/ selection process/interview
<b>LEADING TEACHING AND LEARNING</b>		
Expertise in developing flexible and effective approaches to improve teaching so all teachers are assessed as good or outstanding which leads to high standards for all learners.	E	Application form/ selection process/interview
Significant experience in determining, organising and implementing an appropriate and innovative curriculum, either across the whole school, key stage or subject area.	E	Application form/ interview
Expertise in reviewing school performance and using the information to raise standards and expectations of all learners. Using school data to review performance.	E	Application form/ selection process/interview
Strong understanding of effective approaches to behaviour management and experience of delivering them in a school setting.	E	Application form/ selection process/interview
Ability to develop a high functioning team with the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes to promote the rights of children and young people.	E	Application form/ selection process/interview
<b>LEADING AND MANAGING THE ORGANISATION</b>		
Commitment to further developing the leadership and management skills of all staff, including ability to delegate effectively.	E	Selection process
An understanding of how to manage conflict, complaints or conflicting priorities effectively to achieve a positive outcome.	E	Application form/ selection process/interview
Significant experience in improving teaching and learning, harnessing the energies, talents and commitment of others to achieve successful outcomes.	E	Application form/ selection process/interview

<b>Qualifications and Training</b>	<b>Essential (E) Desirable (D)</b>	<b>Identified primarily by</b>
Experience of taking action to secure improved performances at individual or team level.	E	Application form/ selection process/interview
<b>SECURING ACCOUNTABILITY</b>		
Experience of using school self-evaluation (SEF) to report on the school performance.	E	Application form/ selection process/interview
Ability to draw on a range of communication and presentation skills in order to achieve maximum impact, including written and oral skills.	E	Application form/ selection process
Ability to embed child safeguarding as a core feature of the school's ethos.	E	Application form/ selection process/interview
<b>STRENGTHENING THE COMMUNITY THROUGH COLLABORATION AND PARTNERSHIP</b>		
Successful track record in working with statutory and non-statutory partners to build strategic relationships that ensure the school is supported to deliver its vision.	E	Application form/ references/interview
Understanding of the benefits of collaborating with other schools and organisations to enhance teaching, learning and management development opportunities.	E	Application form/ selection process/interview

The Governing Body and Essex County Council are committed to safeguarding and promoting the welfare of children and young people. Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguarding children and young people.

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

The appointment is also subject to the national conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/341951/School\\_teachers\\_pay\\_and\\_conditions\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/341951/School_teachers_pay_and_conditions_2014.pdf)