



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY



HEAD OF PRIMARY Application Pack



Castle Newnham School

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December 2016

Dear Applicant

Head of Primary

Thank you for your interest in this really exciting post leading one of our two primary school sites.

Castle Newnham is a new federation of two excellent schools where ambition and care for each of our pupils are at the heart of everything we do. We came together as Castle Newnham, formerly Castle Lower School and Newnham Middle School, in January 2016 to develop all-through schooling in the community from reception right up to 16. Our aim is to serve the need of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'. We also have a 'soft' federation partner in nearby Hazeldene School, formerly a lower school and now awaiting its first Year 5 cohort in September 2017. Pupils from Hazeldene will join our own in Year 7 to make up our secondary cohorts from September 2019. Our plans are fully supported by Bedford Borough Council which is also leading a transition to two-tier education (primary and secondary) across the whole borough.

I hope this application pack, alongside our new and developing website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in. Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our 'traditional values' of hard work, good behaviour and kindness on a daily basis. We encourage strong links with families, with our local partners and, increasingly, with international partners.

We are keen to recruit a dedicated, experienced and ambitious Head of Primary for the Castle site in Goldington Road (nursery and reception to Year 4) who will enthuse pupils to learn and staff to grow and develop. The role will involve working collaboratively and enthusiastically as part of the extremely supportive federation leadership team. In particular, joint working with the second Head of Primary who leads the primary provision (Years 5 and 6) on the Newnham school site in Polhill Avenue (where our secondary provision is also based) will be key to the success of the post. As well as working on the development of all-through education, the Head of Primary has full responsibility for day-to-day organisation and management of the school site, including the thriving nursery, and for ensuring the highest possible standards of teaching and learning. This is a post at headship level.

We welcome applications from candidates with substantial and successful experience in one or more senior leadership roles and excellent knowledge of EYFS practice and the primary curriculum and its new focus on mastery of key knowledge and skills. We are forward looking in that we embrace innovation and research-based practice with a strong emphasis on training and development and would welcome applications from colleagues with a similarly outward-looking approach.

You will be very well supported in the role by an excellent governing body, a highly collaborative and supportive senior team and by me as federation principal.

The two most recent Ofsted inspections showed the previous Castle Lower School to be 'outstanding' and Newnham Middle was rated 'good' in October 2013. The challenge now is to ensure that pupils' experience of education remains excellent throughout their education, whatever their starting point.

Also included within this application pack:-

- Background Information about the school
- Job Advertisement
- Job description and personnel specification

Full details and an application form are available to download on our website in the vacancies section. Visits to the school to see both sites and to gain an insight into the way in which we are developing all-through education are highly recommended. Dates for visits are:

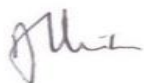
Tuesday 13th December

Thursday 5th January

Interviews will be on Monday 16th and Tuesday 17th January.

I hope this information will encourage you to submit an application for what we believe is a superb opportunity for the right candidate. We accept applications via the post or email by the closing date of mid-day, Monday 9th January.

Yours sincerely



Mrs Ruth Wilkes

Federation Principal

Contextual Information

About the federation

Castle Newnham is a federation of two excellent schools with pupils aged 4-13 but with plans in place to develop as an all-through school from age 4-16 with our first cohort of Year 9 pupils in September 2017. Both school sites are set relatively close to the centre of Bedford in a pleasant suburb. Pupils who attend come from the immediate local area, as well as from further away in Bedford. Our federation also includes Hazeldene School, whose pupils will join our federation for the secondary phase of their education from September 2019.

The school sites

The Castle site (where this post will be based) is situated in a listed Victorian building on Goldington Road. 450 pupils (excluding the nursery) will be taught on the site from September 2017. There are 3 dedicated classrooms for each year group as well as a library, a well-equipped nursery and a before- and after-school care club. The care club is extremely popular and runs every weekday after school. The nursery is situated in a relatively new purpose-built facility. There is a trim trail for pupils and a large playground as well as a dining room. All teachers on this site are provided with an iPad. Plans are being developed to improve the site and to create further space by introducing more mobile technology. The school building sits in the heart of a very vibrant community with strong support from parents, local businesses and from the very active PTA.

The Newnham site is a short walk away near the university on Polhill Avenue. Most classrooms are in the main building which includes the four storey tower. There is a separate primary annexe which will house Years 5 and 6. Plans are in place for a number of new classrooms and significantly improved facilities over the next year or so to include new science labs, a new drama teaching area, music hub and sports hall / 3G pitch all of which will be available for use across the federation.

Staffing

Teaching staff work in primary or secondary teams. On the Castle site there are two assistant headteacher posts (one currently vacant, the other with responsibility for Key Stage 1), 14 class teachers, a nursery manager and subject leaders in curriculum areas as well as in EYFS. A large and dedicated team of teaching assistants support the classes and assist with a number of small groups; there are 2 cover supervisors, an administration team, lunchtime supervisors, a care club manager and assistants, a premises and facilities manager and site team. We are firmly committed to developing the skills of all our staff and we are the lead school in a training partnership (Schools Direct) with the University of Bedfordshire. We currently recruit around 14 trainee teachers per year to train in our own federation and in our partner schools.

Extra-curricular programmes

Both school sites run extensive programmes of extra-curricular activities and have a strong belief in extending opportunity. We have the 'gold quality mark' for school games and varied opportunities in the arts as well as a programme of residential and more local visits.





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Head of Primary

As from April 2017

Salary: L17-L21

Castle Newnham Governors and Federation Principal are seeking an experienced senior leader (at least at deputy headteacher level) with proven and successful experience of leadership in the whole primary phase. **This is a post at headship level.**

Our federation is in an exciting period of growth and development offering all-through education from 4-16. The successful applicant for this role will be well supported by a dynamic and friendly team in his / her professional development.

Our new Head of Primary will:

- demonstrate the skills and positive attitude to contribute collaboratively to the strategic development of the Castle Newnham federation;
- have the confidence and experience to take a full lead of day-to-day management of the Castle site for nursery to Year 4;
- be an inspirational leader who can motivate, enthuse and develop staff to ensure they are best able to ensure excellent outcomes for all our children;
- have the drive to ensure the school remains an outstanding school whilst developing full primary provision;
- be committed to high standards, safeguarding and the welfare of our children.

As well as a competitive salary and strong professional development Castle Newnham offers:

- well-behaved, happy, confident and enthusiastic children who are keen to learn;
- a school highly valued and supported by parents and the community;
- a nurturing, enthusiastic and committed staff, who can rise to a challenge;
- a supportive Governing Body who will work in partnership with you.

Closing date: Monday 9th January 2017 (midday)

Interviews: Monday 16th & Tuesday 17th January 2017

Visits to the school are warmly welcomed.

*To arrange a visit please contact Romana Tomei on 01234 303403
to arrange an appointment with Mrs Wilkes, Federation Principal*

An enhanced DBS check is required for the successful applicant.
References will only be requested for candidates invited to interview.

**For further details of this post and an application pack
please go to the school's website www.castlennwham.school**



Castle Newnham School

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Job Description

Post:	Head of Primary
Responsible to:	Federation Principal
Grade:	L17-L21
Key relationships:	Federation senior leadership team; governors; teaching and associate staff; LA representatives; partner professionals; parents; pupils; local community; professional associations.
Location:	Castle Newnham- the Castle site (referred to as 'the school site' in this document).
Working pattern:	Full-time and to the agreed standards for school senior leaders in the most recent version of the School Teachers' Pay and Conditions Document.
Disclosure level:	Enhanced

Job purpose:

- to be responsible as part of the senior leadership team for the strategic leadership outcomes and direction of the Castle Newnham Federation, supporting the Federation Principal;
- to be responsible for day-to-day management and organisation on the Castle Site.
- to be accountable for standards and outcomes across the primary phase jointly with the Head of Primary on the Newnham Site;
- to be responsible for the safeguarding of children on the school site;
- to deputise for the Federation Principal in day-to-day organisational and management decisions across the primary phase.

Responsibilities:

Strategic leadership, management and organisation

- Contribute to the strategic development of the federation through full participation in meetings and discussions of senior staff, development of policy and via line management meetings as per the agreed schedule;
- Be responsible for all day-to-day management and organisational issues on the school site;
- Monitor and evaluate standards jointly with the Head of Primary on the Newnham Site across the whole primary phase reporting directly to the Federation Principal and, where required, to the governing body;
- Produce regularly reviewed documentation to record evaluative activity and judgements across the whole primary phase (SEF) and detailed plans for development (SDP);
- Advise and support the senior leadership team and, where required, the governing body on all matters pertaining to standards in the primary phase jointly with the Head of Primary on the Newnham Site; devising, taking and monitoring appropriate action to improve these as required;
- Take a full part in the sharing of good practice across the federation and with other high-performing institutions;
- Support the drive to become a leading edge, innovative and high-performing federation;
- Ensure that staff within the primary phase are well supported and helped to improve and progress as professionals through high-quality CPD jointly with the Head of Primary on the Newnham Site;
- Contribute to all leadership discussion and provide information on matters pertaining to, resources, budget planning, present and future staffing needs on the school site;

- Lead on the organisation and administration of internal assessments and national tests taking place on the school site;
- Undertake whole-federation development projects according to identified and agreed priorities and evaluate the impact of these upon pupil outcomes;
- Undertake any other reasonable professional task as directed by the Federation Principal.

Leadership of teaching, learning and assessment:

- Play a full and active part in the senior leadership of the federation;
- Lead on and be accountable to the Federation Principal and governing body for standards of teaching and pupil outcomes in the whole primary phase jointly with the Head of Primary on the Newnham Site;
- Set clear expectations for pupils' learning, ensuring mastery of knowledge and skills;
- Ensure high standards and excellent organisation & management of the nursery provision;
- Lead on the development of the primary curriculum and assessments from EYFS to end of Year 6, jointly with the Head of Primary on the Newnham Site;
- Ensure that the federation's primary curriculum takes into account the need to teach British Values and Social, Moral, Spiritual and Cultural Education (PSHCE) and keep this under review according to national guidance;
- Generate and support collaborative curriculum and pastoral activity with pupils, parents and staff at Hazeldene School;
- Ensure that appropriate and regular parents' evenings are held across the primary phase and provide the key senior leadership presence at these meetings;
- Be familiar with the code of practice for identification and assessment for Special Educational Needs and Disabilities (SEND) as well as federation practice in this area and contribute to / make use of appropriate documentation;
- Ensure that all pupils in the primary phase are supported to achieve regardless of their SEND or stage of learning English or home disadvantage;
- Contribute to teaching according to need;
- Deputise for the Federation Principal in all day-to-day decision making in her absence on the school site.

Leadership of care, guidance, behaviour and safeguarding

- Be the senior point of contact for parents of pupils on the school site and ensure a strong presence at drop-off and collection times;
- Ensure high-quality care and guidance of pupils as is required by the federation;
- Ensure that parents have access to relevant support by signposting community and partnership provision and by playing a full part in Bedford Borough's Early Help Strategy;
- Lead jointly with the Head of Primary on the Newnham Site on all aspects of transition within the primary phase;
- Monitor the social, personal and academic progress of pupils;
- Promote good attendance in the primary phase and monitor in accordance with the federation's attendance policy;
- Ensure that there are high expectations for pupils' behaviour on the school site by establishing a purposeful working atmosphere in accordance with federation policy;
- Ensure and model positive relationships with pupils and parents based on warmth and respect;
- Ensure that the agreed behaviour policy is followed on the school site, monitoring, recording and acting to improve any incidents of poor behaviour;
- Liaise with partner professionals responsible for pupils' welfare, care and guidance.
- Be fully accountable for all matters pertaining to safeguarding on the school site and act as the federation's designated safeguarding officer for pupils and staff on this site.

Professional standards

- Support and contribute strategic thinking to the ethos, vision, principles and values of the federation;
- Model the treatment of colleagues, pupils and all members of the community, with respect and consideration;
- Ensure that all pupils are treated fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Support the aims of the federation through ensuring full staff attendance at and participation in events such as open evenings, curriculum / assessment evenings and the like;
- Ensure that the ethos of the federation is upheld by all staff and challenge or support in this where necessary;
- Take responsibility for own professional development and lead on arrangements as adopted by the federation for the assessment of performance on the school site;
- Reflect on own practice as well as the practices of the federation with the aim of achieving excellence in every area of our work;
- Contribute to and ensure adherence to the various policies of the federation and devise and implement federation improvement plans;
- Contribute to the development and management of the federation by leading individual, team and staff meetings as required;
- Ensure that all deadlines are met as published in the school calendar;
- Be accountable for all matters relating to health and safety on the school site, liaising closely with the Federation Premises Manager;
- Promote lifelong learning and promote enrichment and extension activities within the federation.
- Lead relevant teams in the review and setting of appraisal objectives agreed annually and monitor progress, reporting to the Federation Principal;
- Contribute to the leadership of the federation's programme for Initial Teacher Training and to the development and implementation of the programme of continuous professional development, assessing its impact upon standards.

Knowledge and understanding

- Demonstrate, model and disseminate a clear and well-thought-out understanding of current educational issues, theory and practice and ensure that up-to-date information is shared in a clear and timely manner across the federation;
- Demonstrate and model an interest in educational debate and research, encouraging this in teams and colleagues across the federation;
- Have and disseminate secure knowledge and understanding of assessment in the primary phase and its impact upon curriculum design and development;
- Keep abreast of developments in the field of child protection by liaising with the local safeguarding board, attending relevant training or events and reading relevant bulletins and publications;

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions on the Department for Education website. .

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.

PERSON SPECIFICATION

Category	Essential	Desirable
1. Qualifications/ Professional Development	<ul style="list-style-type: none"> ▪ Educated to degree level ▪ Qualified teacher status ▪ Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning ▪ Evidence of recent and appropriate training in safeguarding and the 'prevent' strategy ▪ Experience of leading / coordinating professional development opportunities linked to school priorities 	<ul style="list-style-type: none"> ▪ Postgraduate level qualification ▪ NPQH award or Leadership Pathways certification
2. Experience	<ul style="list-style-type: none"> ▪ Successful and sustained primary leadership experience (at least deputy headteacher level) ▪ Successful experience of leading key areas of school improvement ▪ Substantial, successful teaching experience • Successful experience of leadership in the whole primary phase, including up to Key Stage 2 national assessments ▪ Effective implementation of policy and practice to keep children safe from harm 	<ul style="list-style-type: none"> ▪ Curriculum leadership in one or more core subjects ▪ Experience of teaching in more than one school
3. Strategic Leadership	<ul style="list-style-type: none"> ▪ Ability to articulate and share a vision of primary education within the context of the overall federation vision for all-through schooling ▪ Ability to inspire, enthuse and motivate staff, pupils, parents and governors to achieve the aims of the school ▪ Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement ▪ Ability to analyse data and other performance information, develop strategic plans, set targets and monitor/evaluate progress towards these ▪ Knowledge of what constitutes excellence in educational provision, the characteristics of effective schools and strategies for raising standards within the context of national policy ▪ Demonstrable ability to work in collaboration with a wider team and adopt a collegiate approach to leadership 	<ul style="list-style-type: none"> ▪ Direct knowledge of the role of the governing body

Category	Essential	Desirable
4. Teaching and Learning	<ul style="list-style-type: none"> ▪ A secure understanding of the requirements of the National Curriculum and Early Years development ▪ Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils ▪ A commitment to a curriculum based on the mastery of key knowledge, skills and concepts ▪ A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning ▪ Experience of effective monitoring and evaluation of teaching and learning and taking successful action to improve ▪ Secure knowledge of statutory requirements relating to the curriculum and assessment ▪ Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management 	<ul style="list-style-type: none"> ▪ Whole school curriculum leadership ▪ Experience of promoting SMSC of pupils across the curriculum
5. Leading and Managing Staff	<ul style="list-style-type: none"> ▪ Experience of leading staff teams through transformation and / or improvement ▪ Ability to delegate work and support colleagues in undertaking responsibilities ▪ Experience of using appraisal to support the professional development of colleagues ▪ Understanding of effective budget planning and resource deployment and the principles of best value for money ▪ Leadership of middle management / phase leaders 	<ul style="list-style-type: none"> ▪ Experience of working with governors to enable them to fulfil whole school responsibilities ▪ Successful involvement in staff recruitment, appointment/induction,
6. Accountability	<ul style="list-style-type: none"> ▪ Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, ▪ Experience of effective whole school self-evaluation and improvement strategies ▪ Ability to provide clear information and advice to staff, parents and governors ▪ Secure understanding of current practice in staff appraisal, including capability ▪ Experience of offering challenge and support to improve performance 	<ul style="list-style-type: none"> ▪ Understanding the criteria for the evaluation of finance and budgets

Category	Essential	Desirable
7. Skills, Qualities & Abilities	<ul style="list-style-type: none"> ▪ High quality teaching skills ▪ High expectations of all pupils' attainment and progress, regardless of starting point or disadvantage ▪ Strong commitment to school improvement and raising achievement for all ▪ Ability to build and maintain good relationships ▪ Ability to remain positive and enthusiastic when working under pressure ▪ Ability to organise work, prioritise tasks, make decisions and manage time effectively ▪ Empathy with children and families ▪ Excellent communication and interpersonal skills ▪ Stamina and resilience ▪ Effective ICT skills 	