New Islington Free School

Information Pack for Candidates

Head Teacher

From September 2018



Information about the post

The Governors of the New Islington Free School are seeking to appoint a Head Teacher to take the School through its next stage of development following its founding in 2013. The School was set up as a collaboration between the Manchester Grammar School, one of the country’s foremost independent day schools; Manchester City Council, one of England’s most forward-thinking Local Authorities and the Homes and Communities Agency.



The School was Inspected by OFSTED in June 2015 and judged to be outstanding in all aspects.

This is an exciting opportunity for an enthusiastic and innovative Head Teacher or outstanding Deputy Head with a proven track record of improving pupil outcomes.

Potential applicants should contact Paula Millward (Business Manager) to discuss the post and to arrange a visit email: p.millward@newislingtonschool.co.uk. Further information about the school is available on the New Islington Free School website at [www.newislingtonschool.com](http://www.newislingtonschool.com)

Job Description – Head Teacher

Teaching and Learning

* Overall responsibility for the curriculum – its implementation/creation, training and monitoring.
* Delegation of specific subjects to co-ordinators and provision of relevant in house training.
* Ensure quality of Teaching and Learning – work scrutiny, planning evaluation and lesson observations etc.
* Oversee an active co-curricular programme with effective tracking.
* Oversee tracking throughout the school and liaise with PPRG to follow children’s progress throughout.
* Ensure that the quality of assessment is robust and effective.
* Maintain a high academic performance, with every child achieving their potential.
* Ensure outstanding planning, including a variety of teaching approaches  appropriate for age and ability range.
* Oversee effective differentiation, to support the less able and challenge the more able.
* Enable effective classroom management, within a clear and positive framework of discipline.
* Nurture a courteous and respectful culture, in which the views of others can be shared within collaborative contexts.
* Find opportunities, in which children can build up confidence and perform.
* Make effective use of outside opportunities to give breadth and depth to children’s learning.

Communication

* Provide strong links with parents e.g. effective reporting, parents’ evenings, social events.
* Provide effective discussion opportunities with pupils and parents – proactive monitoring of the school experience.
* Membership of the Parents’ Association and attendance at meetings.
* Foster relationships within the local community.

Management

* Attract and recruit the best staff available.
* Provide effective performance reviews for all staff .
* Smooth day to day running of the school in conjunction with the School Business Manager.
* Membership of any relevant committees and attend governors’ meetings.
* Take a general overview of buildings.
* Support the professional development of staff.
* Give effective feedback to colleagues.
* Prepare a strategic plan for the school and keep it under regular review.
* Provide an annual development plan for the school to be shared with teachers, TAs, non-teaching staff and Governors.
* Provide an induction process for new staff.
* Ensure a definite, recognisable management structure within the school.
* Deal with any staff welfare issues.
* Handle any parental concerns on a timely basis.
* Follow and comply with Health & Safety procedures.
* Monitor and update school policies.
* Monitor quality of the website.
* Lead staff meetings with meaningful agendas.
* Ensure that the school is ‘inspection ready’ at all times.
* Continually look for new ways of marketing the school and ensure that prospective parents have all the information needed in their decision making.

Pastoral

* Oversee the pastoral care of all pupils
* Maintain good positive behaviour from all pupils
* Provide information to Year 6 parents, ensuring knowledge of a wide variety of Senior Schools.
* Ensure that the school complies with all safeguarding legislation and School policies, taking all steps to ensure the well-being of pupils is protected and enhanced.

Person Specification

* An inspirational leader with an ability to motivate both staff and pupils and win the confidence of parents.
* Significant experience in a leadership role within the primary sector, with a proven track record of success
* A good honours graduate, with Qualified Teacher Status
* An excellent understanding of the importance of pupil progress and how it is best achieved
* Manage the pastoral development of pupils and the pastoral needs of staff
* Ability to communicate effectively with the various constituencies of the School.
* Ability to market the school effectively to prospective parents
* Energy and vision, and the ability to plan strategically and manage change
* Strong managerial skills and an ability to delegate and develop staff effectively
* A sound administrator with a proven ability to manage budgets
* Have a clear understanding of how best the school can meet the diverse needs of the communities it seeks to serve
* Ability to work closely and effectively with governors

Applications

Applications are to be made using the NIFS application form, accompanied by a letter of application addressed to the Chairman of Governors

The application form may be downloaded from the website

**Deadline for applications: Monday 5th March 2018 at midday**

**Provisional interview date : Tuesday 13th March 2018**

NIFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school’s Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.