



Gateacre School

Headteacher candidate information



Welcome to Gateacre School



Dear Applicant,

Thank you for expressing an interest in our Headteacher vacancy for September 2016 which has arisen as a result of the impending retirement of Gerard Lonergan.

This offers an exciting opportunity for someone with a passionate belief that all students can achieve regardless of their background. He or she will have the drive, ambition and resilience to lead our school on the next phase of its journey and the ability to inspire, unite and motivate the whole school community.

The successful candidate can be assured of the support of an active and committed Governing Body. The Headteacher and I meet regularly to discuss priorities and organise the business of the Governing Body. The Governors are actively involved in the life of the school, monitoring the implementation of policies and discussing practice with many members of staff.

The school is an important part of the local community and plays a key role in supporting local initiatives. We place importance on the opportunity and responsibility we have to use our resources to enhance the quality of life in the local area.

I hope that you find this information pack of interest. You will find more information about the school on our website (www.gateacre.liverpool.sch.uk). You will see that we currently have a vacancy for a Deputy Headteacher. The successful Headteacher candidate will be invited to take a part in the recruitment process for this key position.

We particularly welcome prospective candidates to visit our state-of-the-art school where you would have the opportunity to meet Gerard Lonergan and Ian Thornhill, the School Business Manager. If you would like to book an appointment please telephone Gina Kane on 0151 363 1111 ext 200.

Please read the guide to completing the application form, paying particular attention to the following:

- Complete all sections in full
- Ensure that any gaps in your employment history are accounted for
- Ensure that you include the dates that qualifications were obtained, together with grades and awarding bodies
- Address each of the essential and desirable criteria (found on the person specification) explaining, giving examples, how you meet these requirements
- The covering letter should be no longer than three sides of A4 and together with the application form should be completed in size 12 font. Please note that CVs should not be submitted.

The timetable for this process is:

- Friday 20th November 2015 (10:00 am) – closing date
- Monday 23rd November 2015 – shortlisting
- w/c 23rd November 2015 – shortlisted candidates notified by telephone
- Wednesday 2nd December 2015 – Day 1 of Assessment
- Thursday 3rd December 2015 - Day 2 of Assessment for recalled candidates
- Thursday 3rd December 2015 – Governing Body to meet to approve appointment of Headteacher.

Completed application form and covering letter (addressed to the Chair of Governors) should be sent to: Gina Kane, Clerk to Governors, Gateacre School, Hedgefield Road, Liverpool, L25 2RW or by e-mail to g.kane@gateacre.org. If you have not heard from us by 27th November 2015 please assume that you have not been successful.

If you have any queries about the application process then please contact Anne Kavanagh, Human Resource Manager, on 0151 363 1111 ext 310. I look forward to receiving your application.

Yours faithfully

Derek Brown
Chair of Governors



General information

- Gateacre school is a Community School.
- The responsible local authority is Liverpool.
- There are 1100 students on roll.
- The school employs 90 teaching staff and 84 support staff (including catering staff).
- The school was last inspected in May 2014.
- The budget for the school is £7,619,877 (including £545,500 Pupil Premium funding).
- The school moved to its new site in 2011.
- The school shares its site with Hope School who have entered into an SLA with Gateacre for a range of services.

For further information please visit www.gateacre.liverpool.sch.uk

The structure of the Strategic Leadership Team is provided as a separate document.



Job description

Job details

Job title: Headteacher L35 – L41

Salary: £88,101 - £102,038

Job purpose

To provide professional leadership and management for Gateacre School, promoting a secure foundation from which to achieve high standards in all areas of the school's work.

Legal requirements

The Headteacher is required to carry out all the statutory duties in the School Teachers' Pay and Conditions Document (STPCD) paragraphs 46.1, 47.1 and 47.2, the contractual framework and the professional responsibilities outlined in sections 48 and 49 of the STPCD.

Principal dimensions

- A** Vision and core purpose
- B** Meeting our objectives through improving learning and achievement in the classroom
- C** Leadership and management
- D** Wider engagement and contribution

The role of the Headteacher of Gateacre School will be to:

A Vision and core purpose

1. Articulate clear values and moral purpose for the leadership of Gateacre School, focused on providing a first class education for our students.
2. Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.
3. Model positive relationships and attitudes towards our students, and engage parents, governors and members of the diverse local community in the constant improvement of all that we do.
4. Ensure that the education and interests of our students are at the centre of everything we do at Gateacre School.

B Meeting our objectives through improving learning and achievement in the classroom

5. Lead the improvement and development of Gateacre School on the basis of evidence and knowledge about effective practice, and promote a strong culture of continuous professional development for our staff.
6. Demonstrate political astuteness in promoting the interests of our school in the context of our core objectives, translating opportunities arising from local and national policy into the school's context.
7. Ensure that Gateacre School's development is consistent with our core objectives and seeks further to serve our local community.
8. Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
9. Maintain and secure outstanding teaching for all students through an understanding of the features of successful classroom practice and curriculum design.



C Leadership and management

10. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
11. Promote the sharing of best practice between teachers and a culture where poor practice and performance is challenged and improved.
12. Identify emerging talents at all levels in Gateacre School, coaching current and aspiring leaders in a climate where excellence is the standard, leading to good succession planning.
13. Hold all staff to account for their professional conduct and practice.
14. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
15. Provide a safe, calm and well-ordered environment for all students and staff, with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society.
16. Establish, implement and maintain rigorous and transparent systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
17. Welcome strong governance and actively support the governing body to deliver its functions ever more effectively – in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance.
18. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of achievement and the school's sustainability.
19. Delegate effectively, developing teams of staff with distinct roles and responsibilities and hold each other to account for their decision making.

D Wider engagement and contribution

20. Further develop the capacity of Gateacre School to work with other schools and improve the quality of education and overall provision.
21. Maintain effective relationships with other services to improve academic and social outcomes for all students.
22. Use the findings of well evidenced research to contribute to the continual improvement of the school.
23. Make Gateacre School a centre of good practice in initial and continuing teacher education.
24. Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Date of issue: November 2015

Person specification

Criteria	Essential	Desirable	Sources of evidence
Education, qualifications and professional development			
Honours Degree	✓		Application form Certificates
Qualified teacher status	✓		
Evidence of continuous personal/professional development	✓		
Higher Degree		✓	
Evidence of post-graduate study or research		✓	
Ofsted training		✓	
NPQH		✓	
Experience of success in			
Effective leadership in a secondary school	✓		Application form Letter of application References Selection process
Working in a number of roles at senior leadership level as Assistant Head, Deputy Head or Headteacher	✓		
Delivering a vision through strategy and action	✓		
Creating and developing policy	✓		
Promoting outstanding teaching and learning and the highest levels of achievement	✓		
Monitoring and evaluating teaching and learning to ensure that standards are consistently high	✓		
Leading and developing the curriculum	✓		
Project management to plan and implement change	✓		
The effective management of people and resources, including budgetary responsibility	✓		
Motivating, integrating and directing the school community	✓		
Developing and maintaining strong relationships and partnerships with the governing body, students, parents/carers and other stakeholders	✓		
Curriculum and pastoral leadership		✓	
A leadership role in more than one secondary school		✓	
Encouraging and developing links with the wider community		✓	



Criteria	Essential	Desirable	Sources of evidence
Professional skills and knowledge			
Knowledge of the key legal issues relating to the leadership and management of a school	✓		Letter of application Selection process References
Knowledge of national trends that could impact upon the school	✓		
Knowledge of models of learning and teaching	✓		
Understanding of attendance and behaviour management	✓		
A passion for excellence in the learning process	✓		
Financial awareness and the ability to understand, plan and manage the budget	✓		
The ability to analyse and interpret complex information and explain key elements in simple terms	✓		
The ability to lead and communicate a shared vision for the school	✓		
The ability to think strategically and to plan and implement change as necessary	✓		
The ability to inspire, challenge and motivate others	✓		
The ability to recognise and deal effectively with poor performance	✓		
The ability to model the values and vision of the school and lead by example	✓		
Excellent communication skills	✓		
A commitment to the promotion of the school's ethos with reference to inclusion and diversity	✓		
The ability to build effective working relationships and networks both within and outside the school	✓		
The ability to demonstrate political insight and anticipate trends	✓		
The ability to promote and market the school		✓	
Personal qualities and attributes			
Child centred	✓		Selection process References
Emotionally intelligent	✓		
Committed	✓		
Energetic and enthusiastic	✓		
Self motivated	✓		
Well organised	✓		
Resilient and tenacious	✓		
Works effectively under pressure	✓		
Inspires respect	✓		
Innovative	✓		
Reflective	✓		
Supportive	✓		
Confident	✓		
Decisive with sound judgement	✓		
Pragmatic	✓		
An independent thinker		✓	
A calm demeanour		✓	
Self manager		✓	

Employees of Gateacre School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

