



Headteacher Pack – Lister Community School

Part of Newham Community Learning

# Welcome from the Chair

January 2024

Dear Candidate

Lister's mission is to provide the highest possible standard of education for all our students and to be the first choice school for parents in our area. We aim to offer a broad and rich curriculum, with challenge for all our students, to be a centre for excellence, in particular for the quality of teaching and learning, and to be a preferred employer where all staff feel valued, challenged and developed.

Lister is part of **Newham Community Learning**, a local Trust which consists of four secondary and two primary schools in the west of the borough of Newham. Lister Community School is our largest school, with over 1,500 students and 200 members of staff, in a co-educational setting.

Lister is looking for a candidate who relishes the challenge of delivering school improvement in an environment that reflects the local community, further improving teaching and learning, maintaining the standing of the school in the local community, delivering SEND provision in mainstream education and, most importantly of all, ensuring the safeguarding of our young people.

The successful candidate will need to be able to sustain the school's commitment to excellence and to inclusion, build on the existing positive relationships within the school, and work in collaboration with colleagues across Newham Community Learning, whilst at the same time promoting innovation and bringing new ideas to Lister and to the Trust.

If you believe you can demonstrate a track record and motivation to meet this challenge, then we would be very pleased to receive your application. To apply, please download and complete our application form that is provided as an attachment to the advertisement. When complete, please upload to the vacancy on TES.

Should you have any queries, please contact Rachel Farley, PA to the CEO, on [ceo.pa@ncltrust.net](mailto:ceo.pa@ncltrust.net) or Justen Murton, HR Director, on [Justen.murton@ncltrust.net](mailto:Justen.murton@ncltrust.net).

We look forward to hearing from you.



**Kamran Ansari**  
*Chair of Governors, Lister Community school*

# Welcome from the CEO

January 2024

Dear Candidate

As the CEO of Newham Community Learning Trust, overseeing four secondary schools and two primaries, I take pride in our collective commitment to education.

I am delighted to present an exciting opportunity within our Trust. Lister Community school is seeking a new Headteacher, this role having arisen as part of our strategic internal succession planning.

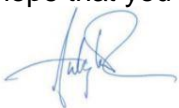
Lister has a warm and welcoming school environment where students are supported to fulfil their potential, and are all valued as members of the school community. We have a dedicated and skilled staff who are committed to our strong ethos. I would like to take this opportunity to share my personal perspective on why this is an exciting opportunity for whoever is appointed. Here is my list of five reasons to consider applying:

- the positive relationships between staff and students, based on the school's very developed systems of pastoral care, which ensure all students can take advantage of the opportunities available to them;
- the opportunity to lead a school which has its own distinct identity but which is also part of a supportive local Trust. The focus of Newham Community Learning is on collaboration to enable all our schools to keep improving. All schools are equal partners in the Trust;
- Lister is a genuinely inclusive and community-based school, which is now popular with local parents (in the last decade we have gone from being one of the lowest level of parental preferences to one of the highest in the borough), and with very good relationships with local primary schools;
- the school has a broad curriculum, including vocational education, strong PSHE and RSE programmes, excellent CEIAG, the Mandarin Excellence Programme, and a deep commitment to the Arts, particularly exemplified in our Music programmes; and
- the facilities of the school are excellent, with our own playing field, large sports hall, and with additional spaces and facilities being developed in the next year through our expansion programme.

While Lister is in a very good position at present, there are still a huge range of opportunities for the new Headteacher to develop the school further. A key priority for the incoming Headteacher will be to continue to drive the school improvement programme already in place. This will need determined leadership to ensure that our curriculum meets the needs of and provides appropriate challenge for all our students, and that support is in place to enable further improvements in the quality of teaching and learning.

Whoever takes this role will have, I know, the support of a very committed and professional team of senior leaders as well as of their fellow Headteachers and all members of the Trust's Central Team.

I hope that you will give serious consideration to applying for this position.



**Anthony Wilson**  
CEO, Newham Community Learning

# Headteacher: Job Description

## Core Purpose

The Headteacher will, working with the Leadership team and school staff, the Governing Body and the NCL Trust Board:

- Provide overall strategic leadership for the school in order to ensure its continued success and its future improvement;
- Ensure high quality education for all students that leads to high standards of progress and attainment; and
- Be responsible for the internal organisation, management and control of the school.

The Headteacher's professional duties must be carried out in accordance with, and subject to:

- The provisions of all applicable legislation;
- The Funding Agreement of the school;
- Any rules, regulations or policies made by the Trust and Governing Body; and
- The school Teachers Pay and Conditions Document.

## Principal Accountabilities

### Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school;
- Welcome strong governance and actively support the Lister local Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the account for student, staff and financial performance;
- Develop, implement and evaluate Lister policies, practices and procedures;
- Ensure accurate school self-evaluation to inform school improvement planning; and
- Have overall responsibility for planning, allocating and monitoring the school's budget.

### Teaching and learning

- Lead and manage teaching and learning throughout the school, demonstrating an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design; and
- Collaborate with other schools in NCL to improve standards both at Lister and across the Trust.

### Health, safety and discipline

- Provide a safe, calm and well-ordered environment for all students and staff;
- Promote the safety and wellbeing of students and staff; and
- Ensure good order and discipline amongst students and staff.



# Headteacher: Job Description

## Safeguarding

Have overall responsibility and accountability for safeguarding and promoting the welfare of students within the school.

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and young adults and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures;
- Sharing information with other professionals;
- Assigning a designated professional lead for safeguarding;
- Operating safer recruitment practices;
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice; and
- Establishing, operating and monitoring clear policies for dealing with allegations against people who work with children and young adults.

## Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance, with empathy and challenge;
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applies to be paid on the upper pay range should be paid on that range;
- Organise and deploy resources within the school;
- Promote harmonious working relationships within the school;
- Maintain relationships with organisations representing teachers and other members of the staff; and
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.



# Headteacher: Job Description

## Professional development

- Promote the participation of staff in relevant continuing professional development;
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff; and
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff, including induction and probation.

## Communication

- Consult and communicate with the Trust Board, Governing Body, Headteachers, staff, students, parents and carers and the local community; and
- Communicate compellingly Lister's vision and drive the strategic leadership, empowering all students and staff to excel;

## Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies.



# Headteacher: Person Specification

	Criteria	Essential/ Desirable	
		E	D
<b>A</b>	<b>Qualifications</b>		
1	A first degree or equivalent	√	
2	Qualified Teacher Status (QTS)	√	
3	NPQH or education related post-graduate qualification		√
4	Evidence of recent and relevant training and development at headship level and/or in preparation for headship	√	
<b>B</b>	<b>Professional experience and knowledge</b>		
5	Substantial experience of teaching at Key Stage 3 and/or Key Stage 4	√	
6	Successful strategic experience of leading and managing at headship/deputy headship level in a secondary school or other educational organisation	√	
7	In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a school/school	√	
8	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	√	
9	Successful experience of raising standards for all with measurable outcomes as a result of one's contribution in a school in the pursuit of excellence	√	
<b>C</b>	<b>Personal aptitudes, qualities and skills</b>		
10	To have high expectations and the ability to think and plan strategically to reflect, promote and deliver the school's vision, ethos, priorities and targets whilst empowering others to take them forward	√	
11	To be articulate and approachable with excellent interpersonal skills both verbally and in writing	√	
12	To have proven sound decision-making skills combined with the ability to lead, influence and manage change	√	
13	To be proactive, innovative and versatile with a high level of drive, energy and enthusiasm, resilience, reliability, integrity and a sense of humour	√	
14	To be able to relate empathetically to parent/carers, staff, students, governors/trustees and the wider community	√	
15	To be able to prioritise, plan and organise effectively	√	

<b>D</b>	<b>Leading learning and teaching</b>		
16	An outstanding classroom teacher practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards	√	
17	Successful experience of positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	√	
18	Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda	√	
19	Proven experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of all students	√	
<b>E</b>	<b>Improving the life chances of children and young people</b>		
20	Recognition and promotion of the role parents, carers and families play in helping children and young people succeed and thrive	√	
21	A commitment to a student-centred approach, within an equitable and inclusive school in which the academic and personal welfare of each student is paramount	√	
<b>F</b>	<b>Developing self and working with others</b>		
22	Be a high profile role model with a professional approach that demands excellence, confidence, trust and respect of the entire school and wider community	√	
23	Experience of delivering effective staff training/CPD	√	
24	Demonstrate the importance of a work life balance	√	
<b>G</b>	<b>Leading and managing the organisation</b>		
25	Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution	√	
26	Evidence of successful experience of effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money	√	
27	A demonstrable understanding of the processes of safeguarding and safer recruitment and safeguarding procedures	√	
28	A commitment to sustain a safe, secure and healthy school environment	√	

# Headteacher: Application Process

<b>School</b>	Lister Community school
<b>Chair of Governors</b>	Kamran Ansari
<b>Website</b>	<a href="https://lister.ncltrust.net">https://lister.ncltrust.net</a>
<b>School Group Size</b>	Group 7
<b>Salary Range</b>	L33 to L39 £112,502 to £128,840
<b>Start Date</b>	01 September 2024
<b>Contact Email and Telephone</b>	Rachel Farley, PA to the CEO of Newham Community Learning <a href="mailto:ceo.pa@ncltrust.net">ceo.pa@ncltrust.net</a> 0330 053 4810  and  Justen Murton, HR Director, Newham Community Learning <a href="mailto:justen.murton@ncltrust.net">justen.murton@ncltrust.net</a> 0330 053 4810

## Recruitment and selection arrangements

Thank you for your interest in the position of Headteacher at Lister Community school.

Please submit your application by doing the following:

1. Return to the job advertisement page.
2. Download the application form. This should be completed and uploaded to TES.

## Key dates

Tours of our school are available on request - please email Melissa Brown, Headteacher's PA, on [heads.pa@lister.ncltrust.net](mailto:heads.pa@lister.ncltrust.net) for further information.

**Closing date for applications – 25th January 2024 (23:59)**

**Interview dates – 1st and 2nd February 2024**

*Lister Community school recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.*



**Lister Community school**

St Mary's Road, Plaistow, London, E13 9AE

Tel: 020 8471 3311

Website: <https://lister.ncltrust.net>

Enquiries: [enquiries@lister.ncltrust.net](mailto:enquiries@lister.ncltrust.net)