

March 2020

Dear Applicant

Thank you for expressing an interest in our vacancy for a Headteacher at West Jesmond Primary School. Our current Headteacher is moving to a new role after leading the school successfully for nearly 10 years. Although the school community will miss him, we are excited about working with a new Headteacher to establish a new vision for the next stage in our journey.

We have a long history as a multi-cultural and diverse school with as many as 21 languages spoken.

We are situated in a popular residential area close to the centre of Newcastle but have children coming to us from across the city. Our pupils are confident, articulate and they enjoy learning. They achieve well above the national average year on year. The children benefit from an exciting curriculum offer and excellent teaching. And they feel safe in our school.

Working collaboratively is important to us; we work closely with our Ouseburn Learning Trust colleagues and wider partnerships within the city and beyond.

We strongly encourage you to visit us and find out more about this exciting opportunity on 18th or 19th March. Please contact the school office to arrange a visit on apply@westjesmond.newcastle.sch.uk

The timetable for the selection process is:

- Opportunities to visit the school – 18th and 19th March
- Closing date for applications – 12 noon, 30th March
- Shortlisting – 1st April
- Formal interviews – 22nd and 23rd April

We hope you decide to apply for the job. The application pack contains:

- A copy of the advertisement
- A job description and person specification
- Additional information about the school
- The Newcastle City Council application form. Please ensure that you provide evidence in the “Skills, knowledge and experience” section of how you meet the criteria in the person specification that will be assessed at application stage
- The Safe Recruitment form (please use this to declare whether you have any relevant criminal convictions. We will carry out an enhanced DBS check for the successful candidate)

If you wish to speak to me directly, the school office will be happy to arrange this for you. Please contact us on apply@westjesmond.newcastle.sch.uk or 0191 281 0000.

Application forms can be downloaded from our school website www.westjesmondprimary.org.uk
The completed application form and the Safe Recruitment form should be returned by email to apply@westjesmond.newcastle.sch.uk by 12 noon on 30th March. There is no need to provide a covering letter.

We look forward to hearing from you.

Best wishes

Jane Edminson, Chair of Governors



Headteacher **West Jesmond Primary School** **Newcastle Upon Tyne**

Required for September 2020

Full time, permanent position

Salary range: Group 4, L21b – L27a (£67,183 - £77,048)

Closing date: 30th March 2020

Do you want to lead a dynamic and passionate team of professionals who are inspiring the next generation? Can you drive inspirational and remarkable practice across our broad primary curriculum? Are you the person to create a new vision for the next chapter of our outstanding school, building upon our current successes?

We can offer you:

- A large over-subscribed school
- A strongly committed staff of 82
- 627 pupils making up our diverse and inclusive school population
- An active and supportive governing body
- Positive relationships with a highly involved parent body
- A track record of excellent results across the school
- An OFSTED outstanding judgement (2015)
- Opportunity for professional development
- Collaborative working with Headteachers across the Ouseburn Learning Trust
- A strong and secure financial position with an annual budget of over £2.6 million

We are looking for a Headteacher who:

- Is an exceptional and ambitious leader
- Has a deep understanding of and passion for learning and teaching
- Can further develop and deepen our exciting, innovative curriculum keeping us at the forefront of best practice
- Can manage a large school's finances, resources and people
- Can maximise the opportunities presented by being a large school with previous teaching school status
- Will ensure resilience in a changing educational landscape
- Is committed to maintaining our OFSTED outstanding judgement

We believe that this is a rare and exciting opportunity for the right individual to bring their own personality and vision to the role.

Would you like to find out more about this opportunity? We strongly urge you to visit us, and we are holding two open days so you can meet the Chair and Vice Chair of Governors and look around the school on **Wednesday 18th March (12 noon – 3pm)** and **Thursday 19th March (10am – 1pm)**. Please contact the school to register your interest on 0191 281 0000 or apply@westjesmond.newcastle.sch.uk. To arrange an informal discussion with the Chair of Governors, Jane Edminson, please contact the school.

Interested in applying? A completed application form and Safe Recruitment form must be submitted by email to apply@westjesmond.newcastle.sch.uk no later than **12 noon on Monday 30th March**. Shortlisting will take place on Wednesday 1st April and interviews will take place on Wednesday 22nd April and Thursday 23rd April.

We are committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. The appointment of the successful candidate will depend on a satisfactory enhanced criminal records check form, the Disclosure and Barring Service and other recruitment and vetting checks. This is a Foundation School, which is part of a Trust; the employer will be the Governing Body of the school.

Job Description



Post Title:	Headteacher
Pay Range:	L21b – L27a
Responsible to:	The Governing Body
Responsible for:	Leadership and management of the school and all its staff

Job Purpose

- To lead the school in line with a shared strategic vision and ethos
- To effectively manage and organise the school, its employees and resources
- To lead on implementing and embedding our curriculum to ensure it meets the needs of all learners
- To work in partnership with governors, learners, parents, the Ouseburn Learning Trust, Newcastle City Council and the wider community

Main Responsibilities

The following list is typical of the level of duties which the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

- 1 To carry out the professional duties of a Headteacher as set out in the School Teachers' Pay and Conditions Document.

Vision and Strategy

- 2 To lead the development of a vision for the school and ensure it is clearly articulated, shared, understood and acted upon effectively by all, demonstrating the vision and values in everyday work and practice.
- 3 To involve all relevant stakeholders in devising a school improvement plan and to lead its implementation.
- 4 To develop and sustain a secure, caring, welcoming, happy and stimulating learning environment for children of all cultures, abilities and backgrounds and ensure all children reach the highest standards of which they are capable.
- 5 To lead school self-evaluation and monitor and evaluate the quality of education, behaviour and personal development in the light of learner needs, local priorities and the national context.
- 6 To develop and implement appropriate school policies which reflect the strategic direction of the school, its focus on inclusion and enable school improvement and business priorities to be achieved.

Finance and Resources

- 7 To plan, manage and monitor the school's financial and other resources to ensure they are

effectively and efficiently used to achieve the school's educational goals and priorities and to organise and manage after school activities and extended school services.

Community and Governing Body

- 8 To develop positive relationships with parents, governors, the Ouseburn Learning Trust, the LA, and the local community and involve these partners in the development and activities of the school.
- 9 To create and maintain an effective partnership with parents/carers and the wider community to support and improve all learners' achievement and personal development. To ensure high quality experiences for learners are linked to and integrated with the wider community.
- 10 To advise, support and work closely with the governing body to enable it to achieve its core functions.

Behaviour and Personal development

- 11 To establish, co-ordinate and implement strategies which secure high standards of behaviour, attendance and personal development.

Curriculum and Learning

- 12 To ensure a consistent and continuous school-wide focus on learners' achievement, using data and benchmarks to monitor progress in every child's learning.
- 13 To lead on implementing and embedding our curriculum and ensure that each learner's education programme meets their individual needs and that there is an effective assessment framework.
- 14 To create and implement responsive and effective approaches to learning and teaching.
- 15 To record, monitor, evaluate and review the quality of education and to challenge underperformance at all levels.
- 16 To provide for the wider development of learners to complement their educational achievement.

Staffing

- 17 To motivate and work with staff to create a shared culture and positive climate.
- 18 To lead and support the senior leadership team both individually and collectively.
- 19 To recruit, manage, deploy and motivate all staff in order to deliver an effective teaching and learning experience.
- 20 To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear distribution of leadership/ management and delegation of tasks/ responsibilities.
- 21 To develop, manage and maintain effective strategies and procedures for staff induction, appraisal and continuing professional development.
- 22 To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Safeguarding and vulnerable learners

- 23 To take overall responsibility for promoting and safeguarding the welfare of children and young

people and to provide advice and support to staff, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.

- 24 To ensure safeguarding policies and procedures are fully implemented, understood and adhered to by all staff.
- 25 To ensure there is a designated person for safeguarding/child protection and a designated person for looked after children, and that all other staff discharge their duties effectively.
- 26 To ensure there is an ongoing culture of vigilance and all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children, and such concerns are handled sensitively and effectively in accordance with appropriate procedures.

Other Responsibilities

- 27 To work effectively with agencies that assist integrated processes and local opportunities which support aims for children, young people and their families.



Person Specification

Headteacher West Jesmond Primary School



Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage:

Essential:

1	Considerable current or recent leadership experience, probably as a Headteacher or Head of School
2	Experience of monitoring, evaluating and improving the quality of teaching and learning
3	A demonstrable record of raising achievement and improving pupil outcomes
4	A proven record of school improvement and development, through planning and delivery resulting from self-evaluation
5	Evidence of effective strategic, financial, premises and resource management to achieve educational priorities and value for money
6	Knowledge of the National Curriculum and assessment across the primary age range from Foundation Stage to Key Stage 2
7	Experience of curriculum development to meet the needs of all learners
8	Experience of working in partnership with governors, staff, parents, pupils and the community
9	Experience of working in partnership with other agencies and professionals to ensure positive outcomes for children and young people, especially vulnerable learners
10	Evidence of substantial and positive engagement in own continuing professional development
11	Experience of coaching and mentoring other teaching and learning professionals
12	Able to communicate effectively in writing

Desirable:

13	Relevant professional qualification for aspiring or serving headteachers e.g. National Professional Qualification for Headship (NPQH)
14	Experience of leading across the primary age range from Foundation Stage to Key Stage 2
15	Experience in working at more than one school
16	Experience of working with and supporting other schools

Part B: Assessment Stage

The criteria below will be explored at the assessment stage for shortlisted candidates:

Essential

1	Able to provide clear educational vision and direction
2	A proven track record of leading and managing change successfully
3	Able to effectively evaluate the quality of education for all learners.
4	Successful experience of developing constructive relationships with other schools, organisations and stakeholders for the benefit of all
5	Drives forward strategic priorities and translates these into practical action plans including resource management
6	Effective financial and resource management skills
7	Able to establish positive relationships with a range of stakeholders which inspire, motivate and empower
8	Able to successfully inspire and lead a school staff team with a range of roles, delegating with accountability, managing change and communicating the vision
9	Commitment to safeguarding and promoting the physical and emotional health and wellbeing of young people
10	Has up-to-date knowledge of the new Ofsted framework and other education developments and research/evidence-based approaches
11	Commitment to educational inclusion so all pupils are cared for and have the opportunity to be the best they can be
12	High level numeracy and communication skills to analyse, interpret and present complex data and financial information
13	High level oracy and written communication skills effective for a range of audiences
14	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post

Method		Method	
Interview	Yes	Tasks (including data analysis and stakeholder engagement)	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Children's Barred List check
4	No adverse prohibitions, restrictions or sanctions relating to teaching in the UK or EEA
5	Medical clearance
6	Two references from current and previous employers (or education establishment if applicant not in employment)

About West Jesmond Primary School

Please visit our website and look at our Facebook and Twitter accounts to find out more about us.



Facts & Figures (PIDS R – January 2020)

Local Authority: Newcastle City Council

Type of School: Foundation

Trust: Ouseburn Learning Trust

Number of pupils: 627 (as at March 2020) (three form entry)

Age range: 4 – 11



Proportion of EAL pupils: 41%

Proportion of Ever 6 Free School Meals: 9%

Proportion of SEN pupils with EHC plan: 0%

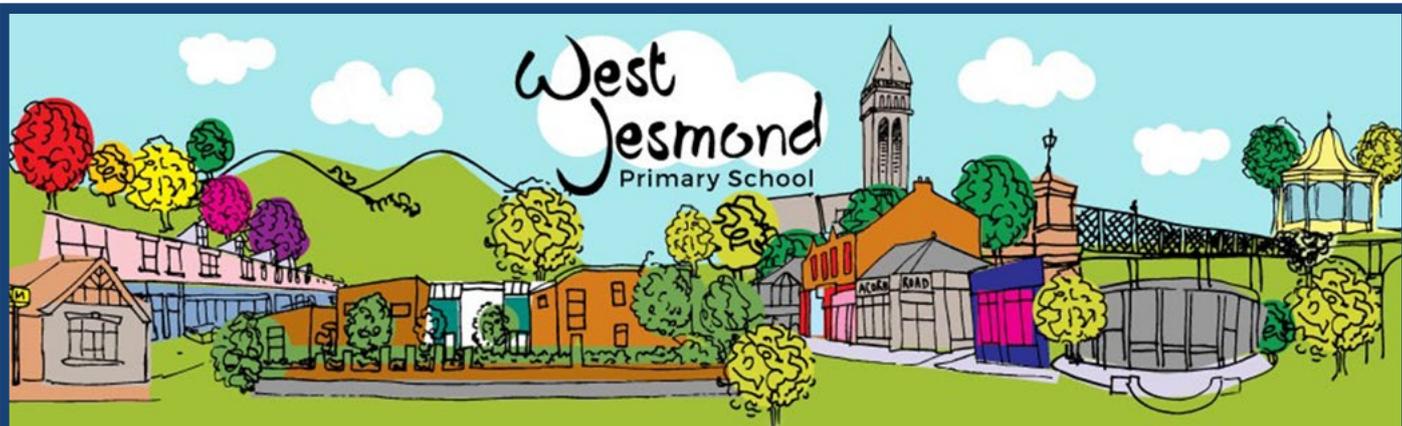
Proportion of SEN support: 4.7%

Annual budget: £2.6 million (2019/20)



More about us:

- Results - www.compare-school-performance.service.gov.uk
- Ofsted - <https://reports.ofsted.gov.uk/>
- We are a PFI school and the school was rebuilt in 2008/2009
- We have large, popular Breakfast and After School Clubs
- The Friends of West Jesmond are an active group of volunteers and run a wide range of successful events across the year
- We will continue to lead and run the School Direct Initial Teacher Training course in partnership with Northumbria University for the academic year 2020-2021
- We will continue to lead and run an NQT programme as the appropriate body with Benton Park Primary School for the academic year 2020-2021
- We have Specialist Leaders of Education and Lead Practitioners on the staff who have experience supporting other schools and running and contributing to local and regional networks
- We have a strong Inclusion Team with a non-class based SENCO, a Bilingual Provision Co-ordinator and a Wellbeing and Extended Services Leader
- We have good links in our local community and internationally
- We work with local universities on research projects



Ouseburn Learning Trust



The Ouseburn Learning Trust is a charitable company of seven schools and partner organisations in the East of Newcastle upon Tyne.

The schools are Benton Park Primary School, Chillingham Road Primary School, Cragside Primary School, Hotspur Primary School, Ravenswood Primary School and West Jesmond Primary School. Christ Church C of E Primary School is an associate member of the Trust. Heaton Manor/Jesmond Park Academy was a member before academisation; we continue to work closely with them.

The Trust benefits our pupils, schools, partners and the community. Through a unique collaboration of its members, the Trust aims to raise aspirations and attainment in our diverse young people by delivering consistently high quality teaching and inspirational life experiences. The Trust was founded in October 2014. It is governed by 'The Trust Board', which consists of representative members from each of the schools and the partners.

We have external partners (Newcastle and Northumbria Universities, Sage Gateshead, the local NHS trust and Newcastle City Council) who are Trustees of the Ouseburn Learning Trust. By becoming an integral part of our Learning Trust, each external partner has demonstrated their commitment to investing social capital in projects for learners, staff and families in the East of Newcastle. Together we aim to provide a world class educational experience for young people in the local area.





Teaching School



We applied to the Department for Education in Autumn 2015 to become a National Teaching School following our Ofsted inspection and were granted the title and funding from April 2016 to prepare for our official start date of September 1st 2016.

This was a four year agreement running until April 2020, though this has been extended until July 31st 2020.

The new government, via the Teaching Schools Council, are changing the delivery model for school improvement. Individual Teaching Schools are being replaced by 'Teaching Super-Hubs' that will run as a business with a defined contract for improvement targets and support up to 300 schools each. The governors and senior leaders of the school decided that having made a success of our time as a National Teaching School, this was not an option we wanted to pursue for our school and so our contract will end at the end of this academic year.

The Teaching School status has developed our reputation regionally and, through the formation of the Quayside Teaching Alliance which has created a strong network of schools, we have the option to continue to offer a range of services and training that we decide will be beneficial to the school and also be cost effective. We will continue to lead and run the School Direct Initial Teacher Training course in partnership with Northumbria University for the academic year 2020-2021. We will continue to lead and run an NQT programme as the appropriate body.

