

# Headteacher Recruitment Pack 2024





## Contents

1. Letter from the Chair of Governors
2. About Newburgh Primary School
3. Our Mission, Vision & Values
4. Headteacher Job Description
5. Person Specification
6. Application process

# Letter from our Chair of Governors

Dear Applicant

The Governing Body wishes to appoint an inspirational, dynamic and visionary Headteacher. We believe this post is an exciting opportunity, which offers both challenge and reward. You will work in partnership with staff, parents, governors and the wider education network. The role will ensure outstanding and aspirational outcomes for all our children all within the nurturing and safe environment the school prides itself in providing.

We are looking for a Headteacher who is able lead the school and continue to take it forward. Someone who can set a clear vision by building on the school's strengths. They must have excellent attention to detail. We are looking for someone who has a in depth knowledge of the curriculum, is completely committed to safeguarding and can effectively oversee the school finances. The right candidate will have strong interpersonal skills, able to get the best out of our excellent teaching team, committed parents and guardians and our fantastic pupils. Most of all we are looking for a headteacher who, like our pupils, wants to learn and grow with the school and will always strive for the best outcomes for each and every one of our pupils.

## What we can offer you?

- A friendly and welcoming school that serves a diverse community.
- A large and spacious site in the suburbs of historic Warwick.
- Excellent facilities, which helps us to provide a wide and varied curriculum.
- Extensive community links that bring the best of Warwickshire to our pupils.
- A skilled staff team throughout the school, driven to ensuring the best outcomes.
- A Governing body, who are committed to ensuring the best outcomes for our pupils.

At Newburgh we pride ourselves and ensure everyone has a warm and welcoming experience of the school. We would like to welcome all applicants to have a tour of the school whilst they are applying. To arrange a visit please email our school business manager Kirsty Smith ([smith.k28@welearn365.com](mailto:smith.k28@welearn365.com)), school visits will take place on a Monday. I look forward to meeting applicants selected for interview.

Adam Geach, Chair of Governors

# About Newburgh Primary School

Newburgh Primary School is a thriving school with over 330 pupils. Situated on the South West approach to Warwick, Newburgh is within walking distance of the Chase Meadow housing development and a stone's throw from the racecourse. We are also fortunate to be very close to the historic Warwick Castle. Over the past few years the school has undergone a considerable expansion with new classrooms and an additional hall.

We strive to create an atmosphere where our children are happy, enjoy their time with us, are well looked after, and consequently make great progress in their learning and development. We embrace the individuality of each and every child, and have designed a curriculum to give pupils of all abilities the knowledge and cultural capital that they need to succeed in life.

Alongside academic excellence, we foster resilience amongst our children and equip them to meet life's challenges – they get freedoms, responsibilities, opportunities to lead, and are encouraged to find their own voices. We have a dedicated pastoral team which ensures that every child has the support that they need to increase their confidence and self-esteem.

The schools benefits from:

- ✓ interactive technology in each classroom and wireless technology throughout the school;
- ✓ a child-friendly library full of wonderful books;
- ✓ a secure and stimulating outdoor all-weather play area for our Reception and Infant children
- ✓ a large playing field for sports and physical education;
- ✓ a gardening area where children can grow their own plants and vegetables;
- ✓ an outdoor adventure area;
- ✓ an outdoor 'forest school';
- ✓ a huge range of after-school extra-curricular clubs and activities run by highly committed teachers and external organisations.
- ✓ close links with other local schools.

Our values – nurture, perform and succeed – are at the heart of everything that we do at Newburgh Primary School, and we are very proud of the wonderful learning environment that we have created for our children.

# Our Mission, Vision & Values

## Mission Statement

Committed to nurturing young minds and fostering a lifelong love for learning in a safe, inclusive, and supportive environment. Our mission is to empower every child with the knowledge, skills, and values they need to become responsible, confident, and compassionate individuals who can positively impact their community.

## Vision

We envision a school where:

- Teaching and learning are continuously reviewed and adapted to provide a forward-thinking and relevant education.
- Every child is valued, supported, and celebrated for their unique abilities and qualities.
- High academic standards are complemented by a rich and holistic curriculum that promotes creativity, critical thinking, and problem-solving.
- Inclusivity and diversity are at the core of our culture, fostering an atmosphere of mutual respect and understanding.
- Social responsibilities are instilled in our students, empowering them to make a positive impact on the world.

## Values

### Nurture

1. **Respect:** We promote respect for everyone, valuing diversity and treating everyone with kindness, empathy, and courtesy.
2. **Responsibility:** We instill a sense of responsibility for one's actions and the environment, teaching students to make ethical and responsible choices.
3. **Resilience:** We help students develop resilience, perseverance, and the ability to overcome challenges, building their mental and emotional strength.
4. **Safety:** We prioritise the safety and well-being of all members of our school community, ensuring a secure and nurturing environment.

### Perform

1. **Inclusivity:** We create an inclusive environment where every student feels welcome, regardless of their background, ability, or differences.
2. **Excellence:** We strive for excellence in all aspects of education, encouraging our students to reach their full potential academically, creatively, and personally.
3. **Creativity:** We encourage creative thinking and problem-solving, allowing students to express themselves through various forms of arts and innovation.

### Succeed

1. **Curiosity:** We foster a love for learning by encouraging curiosity, critical thinking, and a desire to explore and discover.
2. **Teamwork:** We promote collaboration and teamwork, teaching students the importance of working together and valuing each other's contributions.
3. **Accessibility:** We make our school environment and resources accessible to all, including accommodating the needs of students with disabilities.

## Headteacher Job Description

**Post title:** Headteacher

**Salary range:** Group 3 ISR Range 15-21 – £66,628 – £77,195

**Responsible to:** Governing Body, Local Authority.

The Headteacher will take overall responsibility for the organisation, management and conduct of Newburgh Primary School in accordance with the school's policies and in consultation with the Governing Body.

He/she will work with staff, governors, parents/carers and the Local Authority to build on the existing strong foundations in order to maintain and further improve all aspects of the school's standards and quality.

He/she will ensure the school fully adheres to all current statutory requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children.

Equality, safety, and respect will underpin all aspects of the Headteacher's work.

The Headteacher should be committed to their own continuing professional development.

### OVERVIEW

The Headteacher is expected to be a visionary leader who continually inspires and motivates colleagues to provide outstanding teaching and learning. The Headteacher is expected to be a clear thinker and a good communicator. The Headteacher should engender respect and trust throughout the school, and be able to plan and deliver improvements through effective management and delegation. The Headteacher is expected to work closely with the governing body to ensure all children in our inclusive school are eager to learn, reach their full potential, and grow as emotionally intelligent young citizens.

The Headteacher is expected to maintain and develop the ethos and vision of our school. The Headteacher is expected to develop a positive and productive relationship with the Governing Body, the local authority, other local schools, and the local and wider community.

The Headteacher will have high expectations of themselves as well as of colleagues, parents and the pupils, and will show professional accountability as well as deep loyalty to the school. The Headteacher will be welcoming and friendly, showing respect to all members of the school community, in accordance with the school's ethos and vision and as is appropriate for a school which is held in high esteem and affection by the local community. The Headteacher will maintain exemplary relationships with parents and other members of the school community.

The Headteacher will be required to carry out the duties as set out in the School Teachers' Pay and Conditions Document.

The Headteacher is accountable to the Governing Body of Newburgh Primary School.

The Headteacher will undertake all the duties of the job in accordance with all legal requirements, including health and safety and employment legislation.

In carrying out the responsibilities of Headteacher of Newburgh Primary School the Headteacher will:

1. Provide strategic leadership that secures success and continuous improvement for the school, ensuring high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements.
2. Co-operate and work with relevant agencies to protect children within the role of Designated Safeguarding Lead.
3. Be responsible for the efficient management of the school, including all aspects of financial management.
4. Establish and maintain a decision-making process which will include the participation of staff and governors.
5. Delegate through an appropriate and agreed management structure the necessary responsibilities.
6. Ensure that communication channels are clear, understood and accessible to all those concerned with the school.

The Headteacher will carry out professional duties in accordance with and subject to:

7. the provisions of the School Teachers' Pay and Conditions Document;
8. the National Standards of excellence for Headteachers;
9. the provisions of the Education Acts and any orders and regulations having effect thereunder;
10. any scheme prepared by the L.A. under section 48 of the School Standards and Framework Act 1998;
11. the instrument of government of the school;
12. any rules, regulations or policies laid down by the Governing Board under their powers derived from statute, orders, regulations and the instrument of government of the school;

13. any rules, regulations or policies laid down by the Local Authority with respect to matters for which the Governing Board is not so responsible.

General responsibilities/duties and specific responsibilities/duties are detailed in Part A and Part B.

#### **PART A. GENERAL RESPONSIBILITIES/DUTIES**

1. It is the responsibility of the Headteacher:
  - 1.1 to ensure the effective and efficient management of Newburgh Primary School, maintaining the highest quality possible in the social, moral and academic education that the school provides for its pupils;
  - 1.2 to ensure that all staff are fully equipped to achieve their full potential in the delivery of their professional duties;
  - 1.3 to promote effective relationships with external agencies including the Local Authority, other schools, parents/carers and the community generally.

#### **PART B. SPECIFIC RESPONSIBILITIES/DUTIES**

##### **2. Strategic development:**

- 2.1 To establish a clear vision and direction for the school.
- 2.2 To formulate the overall aims and objectives of the school and policies for their implementation.
- 2.3 To foster an ethos and culture in which the aims and objectives of the school can be achieved.
- 2.4 To monitor the school policies and development plan, identify areas where revision or updating is required and to give full consideration to issues raised in any external inspection.
- 2.5 To determine and ensure the implementation of a policy for the pastoral care of all pupils within the school. To set up processes whereby the pupil's academic and social progress is discussed with their family. In cases of major concern, whether over learning or behavioural difficulties, to seek parental co-operation in understanding and addressing these difficulties.
- 2.6 To arrange for the Deputy Headteacher or other suitable person to assume responsibility for the discharge of the functions of the Headteacher, with due regard to the school's policies, at any time when they are absent from the school.
- 2.7 To promote, among the pupils, good order and discipline at all times during the school day whenever pupils are engaged in authorised school activities, whether

on the school premises or elsewhere, through the implementation of the school Behaviour Policy.

### **3. Teaching and learning:**

- 3.1 Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils.
- 3.2 To ensure that an appropriate curriculum for the school, in accordance with statutory requirements, is determined, organised and implemented, ensuring that national curriculum demands are met.
- 3.3 To provide an entitlement of equal access to a broad, balanced curriculum.
- 3.4 To ensure that the curriculum is challenging and based on sound educational practices.
- 3.5 To decide on any academic innovations recommended by individual teachers, groups or whole staff.
- 3.6 To ensure that staff conduct such tests and records that are required by DfE.
- 3.7 To be responsible for the overview of any form of pupil profiling, assessment and record keeping.
- 3.8 To ensure that pupil progress is recorded and monitored.
- 3.9 To participate to such extent as appropriate, having regard to leadership and other functions and duties, in the teaching of pupils, including providing cover for absent teachers.
- 3.10 To secure that all pupils in attendance at the school take part in daily collective worship in accordance with statutory requirements.

### **4. Leading and managing staff:**

- 4.1 To establish and review a suitable staffing and management structure which enables the school to function efficiently and effectively within the budget available.
- 4.2 Promote harmonious working relationships within the school
- 4.3 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.
- 4.4 To enable all personnel to have access to training and professional development according to the needs of the school and each individual and to report annually to

the governors of the school on the professional development of all teachers at the school.

- 4.5 To ensure that all staff have job specifications which accurately reflect what they are currently required to do within their conditions of service.
- 4.6 To deploy and manage all teaching and non-teaching staff of the school, allocating responsibilities to them consistent with their conditions of employment, including such duties of the Headteacher as may properly be delegated to the Deputy Headteacher.
- 4.7 To ensure that the duty of providing cover for absent teachers is shared equitably among all teachers in the school, taking account of their teaching and other duties.
- 4.8 To establish and maintain a viable policy for teacher appraisal, approved by the Governing Board, which accords with the regulations and guidelines issued by the DfE and is clearly based on the agreed principle of staff development.
- 4.9 To develop clear arrangements for linking appraisal to pay progression and advise the relevant body of governors on pay recommendations for teachers, including whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
- 4.10 To have effective channels of communication open to all staff, both individually and collectively, ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- 4.11 To evaluate the standards of teaching and learning in the school and to ensure that proper standards of professional performance are established and maintained.
- 4.12 To monitor the fulfilment of staff responsibilities and objectives and to follow the appropriate supportive or capability/disciplinary procedures as are necessary.
- 4.13 To provide information about the work and performance of the staff employed at the school where this is relevant to their future employment.
- 4.14 To maintain relationships with organisations representing teachers and other persons on the staff of the school.

## **5. Resource deployment:**

- 5.1 To allocate, control and account for those financial and material resources of the school which are under the control of the Headteacher.
- 5.2 To provide and maintain a well-resourced school.
- 5.3 To make arrangements for the security and effective supervision of the school buildings, contents and school grounds, and for the maintenance of the school's

environment, ensuring that any lack of maintenance or significant items of disrepair are reported promptly to the maintaining authority or, if appropriate, to the Governing Board.

- 5.4 To participate in the selection and appointment of the teaching and non-teaching staff of the school.
- 5.5 To make efficient and effective use of the staff, resources and accommodation for the positive benefit of pupil attainment and progress.

## **6. Accountability:**

- 6.1 To advise and assist the Governing Board in the exercise of its functions, including attending meetings of the Governing Board and making such reports to them in connection with the discharge of their functions as they may properly require, as and when necessary.
- 6.2 To accept overall administrative responsibility for all school activities.
- 6.3 To be responsible for ensuring the completion and return of all official documents required by the Local Authority and for the response to all correspondence from the Head of Service and officers of the Local Authority on behalf of the school.
- 6.4 To account for the level of performance achieved by the school and to set challenging targets for further improvement.
- 6.5 To inform governors, parents/carers and the community about curriculum attainment and progress.
- 6.6 To be responsible for fostering links between the school, home and community and developing good relationships with parents/carers.
- 6.7 To consult, where this is appropriate, with the Local Authority the Governing Board, the staff of the school and the parents/carers of its pupils.

## **7. Specific curriculum and whole school issue responsibilities:**

The Headteacher holds a number of specific posts:

### **7.1 Subject Leadership**

### **7.2 Whole School Issues:**

- Safeguarding, as Designated Safeguarding Lead
- Health & Safety
- Continuous Professional Development
- Equality

## **8. Delegation**

8.1 Other than the responsibilities identified above the Headteacher's responsibilities may be delegated to a Deputy Headteacher, Assistant Headteacher or other member of the staff in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities, and maintaining a reasonable balance between work carried out and other commitments for each teacher in accordance with paragraph 46.9 'Teacher's Pay and Conditions 2023'.

## **9. To whom responsible:**

9.1 The governors of the school and the Local Authority.

## **10. Staff for whom responsible:**

10.1 All teaching and support staff.

## Headteacher Person Specification

<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Degree and Qualified Teachers Status.	Y		App, Doc
Successful experience as a Deputy Headteacher, interim headteacher, Head of School, or Headteacher.	Y		App, Doc
Experience of teaching at primary level, with good understanding of Early Years, Foundation Stage and Key Stage 1 and 2	Y		App, Int
Evidence of recent and appropriate career development activities		Y	App, Int
<b>Leadership and Strategic Direction</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
A well-developed understanding of the environment within which the school operates, and the ability to develop a strategic vision for the school in line with school's mission.	Y		App, Int, Ex
Prior experience of working in partnership with the Governing Body to determine whole-school priorities and deliver results from an effective Learning Improvement Plan.	Y		App, Int
The ability to provide inspiration, motivation and strong leadership to all staff and the school community.	Y		App, Int
<b>Teaching, Learning and Assessment</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Evidence of raising standards across a primary school through monitoring, analysing and evaluating the quality of teaching and learning.	Y		App, Int
Sound up to date knowledge of developments in teaching and learning best practice, with a track record of holding a range of responsibilities covering different aspects of school life.	Y		App, Int
Knowledge of relevant statutory requirements relating to schools, including a strong understanding of the Ofsted framework and up-to-date knowledge of the inspection process.	Y		App, Int
Ability to provide pupils with the excitement of a relevant, challenging and creative curriculum that raises standards of education for all.	Y		App, Int, Ex
<b>Management and Staff Development</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Proven track record of leading a large team, with the ability to build upon current good practice, supporting and developing effective teamwork across the whole school community.	Y		App, Int
Ability to manage and motivate individuals and teams to achieve high standards of performance.	Y		App, Int

Ability to communicate sensitively, clearly and persuasively with staff, children, parents and governors, demonstrating the ability to revert and resolve conflict.	Y		App, Int, Ex
<b>Managing Systems and Resources</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Experience of successfully leading and managing whole school change initiatives.	Y		App, Int
Good knowledge and understanding of strategic financial planning and budgetary management with a track record of managing large budgets successfully.	Y		App, Int
Ability to think creatively and imaginatively to identify opportunities, evaluate options and implement plans to achieve positive outcomes.	Y		App, Int
Experience of prioritising competing demands and managing resources to ensure high educational achievement and wellbeing.	Y		App, Int
<b>Safeguarding and Inclusion</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Understanding and up to date knowledge of SEND procedures, showing a clear commitment to ensuring a strong culture of safeguarding across the school.	Y		App, Int
Evidence of a clear commitment to promoting health and safety and the welfare of children, with up to date knowledge of child protection requirements and the ability to put this into practice.	Y		App, Int
Evidence of promoting an inclusive environment for all pupils.	Y		App, Int, Ex
<b>Community</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Evidence of having successfully created and maintained effective partnerships with parents, the community and other local schools/ institutions to enhance pupils learning and raise standards.	Y		App, Int
<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Flexibility, resilience, and the ability to adapt to changing circumstances and new ideas.	Y		App, Int
A commitment to diversity, with a caring and empathetic approach.	Y		App, Int, Ex
A confident and strong individual that acts as a role model for both staff and pupils, commanding respect but remaining approachable.	Y		Int, Ex
<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Satisfactory DBS check	Y		Doc

App      Application  
 Int      Interview  
 Ex      Exercise or activity  
 Ref      References  
 Doc      Documentary  
          Evidence

# Application Process

## How to Apply

Please apply via application form found on our website <https://www.newburghprimaryschool.co.uk/web/> or via WMjobs. Your application should include a 1500-word personal statement. Please do not submit CV's. Please send completed applications to our School Business Manager, Kirsty Smith, [smith.k28@welearn365.com](mailto:smith.k28@welearn365.com).

At shortlisting, you will be assessed on the information you provide within your application form and personal statement (no more than 1500 words) demonstrating how you meet the listed essential criteria. Your personal statement should display how your experience meets the essential criteria of the role, listed in the Person Specification section.

Please note that if you are invited to interview you will also be asked to complete a practical exercise and details will be shared with you when you receive your invitation to interview.

You will be notified of our shortlisting decision via email, so please check your email from 22<sup>nd</sup> March onwards after submitting your application.

The application closing date for this vacancy is 12 noon on 15th March 2024. Interview offers will be sent from 22nd March 2024.

We would like to welcome all applicants to have a tour of the school whilst they are applying. To arrange a visit please email our school business manager Kirsty Smith ([smith.k28@welearn365.com](mailto:smith.k28@welearn365.com)), school visits will take place on a Monday.

Interviews for shortlisted candidates will be held on 11th and 12th April 2024.

We would like the successful candidate to start at the beginning of the autumn term in September 2024

**Newburgh Primary School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.**