**Head of School**

**INFORMATION PACK**



Dear Applicant

**Application pack for post of Head of School:**

Thank you for your interest in the position of Head of School within the *Ashington Learning Partnership*. The *Ashington Learning Partnership* consists of two large primary schools (Bothal Primary School and Central Primary School), which collectively cater for over 1,500 pupils. The two schools are led by an Executive Principal and experienced Senior Leadership Team. Each school operates a lower and upper site provision and all four sites are based within the semi-rural town of Ashington, Northumberland.

We are very excited about this role and the opportunities it offers to the right candidate. We are looking to appoint a person with great people skills, who has passion for Teaching and Learning. We are looking for someone who can bring innovative thinking and commitment to the role, has a clear enthusiasm in and ambition for education in the 21st Century and who will be fully involved in the life of the partnership.

Please note that the Head of School will be responsible for Central Primary School but will be expected to work across the ALP.

**Application Process**

An Application Form and Criminal Record Declaration Form is included in the pack along with completion guidance and these should be returned to us. We also require you to write a letter of application in which you should demonstrate your skills, experience and personal characteristics and explain how you fulfil the essential and desirable criteria shown on the person specification. You should also include any additional skills or experiences you may have and any preferences or strengths you have in terms of a key stage or subject. A Job Description and a Person Specification is also included for your information. Our Equality in Employment Policy is also included. If you would like any further policies or information, please contact our Business Manager on sandra.turnbull@alptrust.co.uk. Application forms and letters should be returned by post or email to Central Primary School, Milburn Road, Ashington, Northumberland, NE63 0AX by 9am on **Friday 5th May 2017**. Further details of the interview process will be sent to shortlisted candidates by email.

**Visits to the school are warmly welcomed** and these can be arranged by contacting the school on 01670 810570.

Andy Roberts

Executive Principal

Ashington Learning Partnership

**SCHOOL PROFILE**

Central Primary School is a large school which currently caters for the educational needs of pupils in the 3-11 age range. There are approximately 609 pupils on roll in main school. Our current Reception year group is 4 form entry (max 120 pupils) and our Pre- School provision caters to 156 Nursery Children and 40 2Year Olds in our LittleLearners@™ building.

Central Primary is one of two primary schools that form the Ashington Learning Partnership (ALP). In September 2015, the school embarked upon a new chapter in its history as it converted to become a split site primary school with the capacity for four form entry and is also extending its provision to deliver education for two year olds. This will make our school the largest primary school in Northumberland with the capacity to cater for approximately 1000 students, although our initial numbers will be more like 750.

We are very proud of our school and work very hard to ensure that it is a vibrant and exciting place for young learners to be. We are fortunate to have such modern buildings and grounds which allow us to provide a safe and stimulating learning environment for our whole community.

We see Central Primary School being at the heart of a very close community. Our aim is to extend our impact beyond the classrooms into the lives and homes of the community that we serve. The partnership between home and school is perhaps the most important factor in ensuring the successful future of the whole community.

Our approach to teaching and learning is one which aims to equip children with the skills that they need to be successful contributors to their community as they move into adulthood. We are increasingly aware of the challenges that our children will face as they move into what is fast becoming a global society. Each of our planned units of work encourages the children to look beyond the school into the wider community by visiting appropriate places of interest and welcoming visitors from around the world.

We are committed to providing the highest standards of inclusive education through quality teaching, appropriate focussed support and aspirational expectations. Our belief that learning should be fun and engaging is the driving force behind our emerging specialisms in STEM, the performing arts and sport.

Our primary objective, over the coming months/years, is to become an outstanding primary school and a beacon of good practice in many different areas of school provision.

## THE GOVERNING BODY

The ALP has a single Governing Body which manages the affairs of both schools. This single body has the strategic management of the schools under its single control and exercises and discharges the regulatory duties of the Governing Body for all the schools. However all schools retain separate identities - each school has a School Improvement Group supporting the work of the Governing Body - thereby retaining parental involvement and ensuring local needs are best met. Funding comes into each school separately and each school retains control over its budget.

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| **JOB DESCRIPTION** | **Job No.** |  | **ALP** |  | **L12** |



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| **Job Title:** |  | **Head of School** |  | **Salary:** |  | L14-18 |  |
| **Responsible to:** |  | The Executive Principal |  | **Responsible for:** |  | Assistant Head of School and Lead Practitioners.  |
| **Job purpose:** |  | Working with the Executive Principal to provide leadership for the ALP which secures its success and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with statutory requirements.  |
| **Accountability:** |  | To be met in accordance with the provisions of the School Teachers’ Pay and conditions document and within the range of teachers’ duties set out in said document and the professional standards for teachers. |

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| **Duties & responsibilities:** |
| **1.** |  | **Take the lead on*** Teaching, learning and assessment (including Early Years)
* Continued professional development of teaching staff and an overview of support staff
* Curriculum – design, implementation and execution and the impact this has on outcomes for pupils ( including behavior and personal development)
* Ofsted readiness and reporting upon the effectives of the school’s provision to external partners/agencies (e.g. school improvement partner)
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| **2.** |  | **Work with the Assistant Head of School to ensure effective provision for:** * Personal development, behaviour and welfare including attendance
* Sub groups including – Impact on outcomes of provision of Pupil Premium, and more able as well as the impact and outcome of funding for SEND and Early Years children in receipt of funding.
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| **3.** |  | **Shaping the Future** Working with the Executive Principal and leadership team to create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the ALP and its community. * Translate the vision into clear objectives that promote and sustain school improvement.
* Ensure that the ALP moves forward to the benefit of its pupils and their community.
* Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.
* Have an overview of how the school’s effectiveness relates to the development and success of the ALP
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| **4.** |  | **Leading Learning and Teaching**Working with the Executive Principal to:* Set and maintain high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.
* Ensure an ALP-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning.
* Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community,
* Ensure a culture that supports and facilitates pupil engagement in, and ownership of their own learning.
* Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.
* Implement strategies to secure high standards of teaching, learning, achievement, behaviour and attendance.
* Some teaching commitment as directed by Executive Principal
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| **5.** |  | **Developing Self and Others**Working with the Executive Principal to:* Build a collaborative learning culture within the ALP and actively engage with other schools to build effective learning communities and partnerships, including the Ashington Partnership of schools
* Ensure effective planning co-ordination, support and evaluation ensuring clear delegation of tasks and devolution of responsibilities
* Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.
* Set high expectations for all and address underperformance.
* To act as a role model for the highest professional standards.
* Regularly self-evaluate, set personal targets and take responsibility for own personal professional development.
* Ensure both self and others achieve an appropriate work/life balance
* Implement performance management systems that ensure high quality education provision.
* Lead change in a strategic and participative manner.
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| **6.** |  | **Managing the Organisation**Working with the Executive Principal and ALP Business Team to: * Create an organisational structure, which would include the construction (using SIMs) and implementation of a timetable, that reflects the ALP values and enables the management systems, structures and processes to work effectively in line with legal requirements
* Ensure that the school and its resources are organised and managed to provide an efficient, effective and safe learning environment.
* Manage the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities.
* Produce and implement clear, evidence based improvement plans and policies for the development of the ALP and its facilities.
* Recruit, retain and deploy staff appropriately.
* Ensure that the range, quality and use of all available resource is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
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| **7.** |  | **Securing Accountability****General:**To assist the Executive Principal in creating and developing an organisation in which all staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation through Performance Management* Support the development of an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Effective fulfillment of all roles and responsibilities outlined in this document

To assist the Executive Principal in developing and presenting an accurate account of the school and ALP’s performance to a range of audiences including governors, parents and carers, Children and Young People’s Services and OFSTED.**Governors:**Assist the Executive Principal to provide information, advice and support to the Governing Body to enable them to meet their responsibilities for securing:* Effective teaching and learning
* High standards of achievement
* Efficiency and good value for money

and enabling them to present full, clear and accurate accounts of school performance to a range of audiences including the Local Authority, OFSTED, the local community and others.**Parents:** To assist the Executive Principal in ensuring all parents are well informed about:* Curriculum attainment, achievement and progress
* Realistic and challenging targets for improvement and to make a fully informed contribution to achieving them.
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| **8.** |  | **Strengthening Community** Working with the Executive Principal and Leadership Team to: * Co-operate and work with relevant agencies and partners to ensure the well-being of children.
* Ensure learning experiences for pupils are linked and integrated with the wider community, locally, nationally and globally.
* Build a culture and curriculum that takes account of the richness and diversity of the school’s local and wider community.
* Create and promote positive strategies for challenging all forms of prejudice and harassment.
* Promote the concept of lifelong learning and family engagement with learning through partnership.
* Manage effective relationships with all stakeholders and partners.
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| **9.** |  | **Safeguarding and Promoting the Welfare of Children** Working with the Executive Principal and Leadership Team to:* Ensure a safe and supportive culture in the ALP
* Ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.
* Identify key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
* Develop and introduce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
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| Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond |
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| As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the postholder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the postholder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc.). |
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| The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP’s procedures to report any concerns they may have regarding the safety or well-being of any child or young person. |
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| The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition. |
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| The duties in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. The above may also include any duties that the Principal may reasonably ask of the post-holder including undertaking aspects of the professional duties of the Principal, as required. Duties may be modified by the Principal with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.  |

**PERSON SPECIFICATION**

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| **Job Title:** |  | **Head of School** |
| **Assessed by:** |
| **Essential:** |  | **Desirable:** |  |  |

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| **Qualifications** |  | **Qualifications** |

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| Qualified Teacher Status |  | Evidence of additional further professional qualifications |  |  |
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| First degree or equivalent |  | NPQH |  |  |
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| **Experience** |  | **Experience** |

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| At least 5 years successful teaching experience in the Primary age range |  | Experience of working in a wider context than just an individual school |  |  |
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| Leadership and management in a whole school context in the Primary age range |  | Effective collaboration with external agencies |  |  |
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| Staff appraisal |  |  |  |  |
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| **Skills & Competencies** |  | **Skills & Competencies** |

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| Outstanding teaching ability |  |  |  |  |
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| Substantial knowledge and understanding of learning and teaching across the Primary age range |  |  |  |  |
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| Demonstrable evidence of ability to raise the standards of learning and teaching |  |  |  |  |
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| Knowledge and understanding of data analysis and the ability to use data to set targets for improvement |  |  |  |  |
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| Up to date knowledge & understanding of the current national education agenda |  |  |  |  |
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| Effective relationship-building through outstanding interpersonal skills |  |  |  |  |
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| Delegation and effective monitoring |  |  |  |  |

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| **Other** |  | **Other** |

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| Capacity to influence others |  |  |  |  |
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| Key to assessment methods; **(A)** application form, **(I)** interview, **(R)** references, **(T)** ability tests **(Q)** personality questionnaire **(G)** assessed group work, **(P)** presentation, **(O)** others  |

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**Advert**

Central Primary School

Milburn Road

Ashington

NE63 0AX

Tel.: 01670 810570

e-mail: cps@alptrust.co.uk

Website address: [www.centralprimary.co.uk](http://www.centralprimary.co.uk)

**Head of School L14 – L18 (£53,713 - £59,265)**

The Governing Body of the Ashington Learning Partnership require a Head of School for Central Primary from September 2017.

The successful applicant will work closely with the Executive Principal and Governing Body to lead and deliver School Improvement at Central Primary. You should have a proven track record; demonstrating an ability to be an inspirational role model with strong leadership and management skills; be committed to high quality teaching and learning; believe in maximising the potential of all children and have a desire to raise aspirations and increase the life chances of pupils through education.

We warmly invite you to visit and see for yourself the tremendous potential our school offers. Please ring the school office on 01670 810570 to arrange a visit.

The above post is permanent.

Please note that the successful candidate will be employed by the Governing Body of the ALPT, not Northumberland County Council.

The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP’s procedures to report any concerns they may have regarding the safety or well-being of any child or young person.

Further information about the school can be found on our website. [www.centralprimary.co.uk](http://www.centralprimary.co.uk)

An application pack, including an application form, is available from the school website or from the school office. Please return completed applications by post to Mr A Roberts, Executive Principal, Central Primary School, Milburn Road, Ashington Northumberland NE63 0AX or by email to cps@alptrust.co.uk . Closing date for applications is 9.00am Friday 5th May 2017.