



*'Learning together, achieving together'*

# Swalwell Primary School

## Headteacher Recruitment Applicant Pack





*'Learning together, achieving together'*

Dear applicant,

Firstly, thank you for showing an interest in applying for the position of Headteacher of Swalwell Primary School.

Swalwell is a small school with 160 pupils in a residential area. We have an abundance of outdoor space, which we are continually improving. The children of our school are enthusiastic, welcoming, and well-behaved. Whilst many of our pupils have their own challenges outside of school, at Swalwell they thrive on engaging teaching and inclusive activities.

We have an ARMS unit in school, comprised of 10 children spread across classes and year groups. It is one of our proudest achievements that pupils from our ARMS unit and those with SEN are wholly integrated and involved in all school activities. That inclusivity brings real benefits for all children, parents, staff members and governors.

The governors of Swalwell are fully committed to supporting the right candidate to achieve excellence at all levels in our school. Whilst we appreciate that the most recent OFSTED judgment demonstrates that there are challenges to be met, huge improvements have already been made and we are now seeking to appoint a Headteacher who can lead the school to excellence with efficiency, compassion and ambition.

We know that our school and our pupils can and must succeed and the new Headteacher will have the full support of governors and staff to achieve what we know the school is capable of. Our governing body has been materially strengthened this year and we now want to do the same with our senior leadership team by adding a talented, imaginative and dedicated Headteacher.

To experience the incredible atmosphere and promise our school has to offer I would urge you to arrange an informal visit. Those visits can be arranged by contacting Samantha Leaver or Karen McCall at the school and will not form part of the formal recruitment process.

Our view is that this is a very exciting role that will provide challenge, growth and success for the right person and for Swalwell.

We hope you find the information in this pack helpful and that it conveys the true potential of our school. We look forward to hearing from you.

Yours sincerely,

**Lucy Gray**

**Chair of Governors, for and on behalf of the Governing Body of Swalwell Primary School**



## **Our School Ethos**

At Swalwell we learn together and we achieve together.

We work to promote learning and to achieve the highest standards for every child, with high expectations backed up by high quality teaching. We provide an education that is stimulating, enjoyable, inclusive and challenging, and which allows all individuals to develop their educational potential and skills for life.

The school is at the heart of the Swalwell community and provides a safe, secure and respectful environment which enables and encourages pupils to develop academically, emotionally, socially and physically.

## **School Values**

Our school values are friendship, respect, love, trust, forgiveness, inclusion and promoting diversity. Those values are applied in classes to teach the children about behaviour, British values and citizenship.

## **Awards and Recognition**

The school has won the Healthy Teeth Award, the Bronze Kite Award for PE and (wonderfully!) the award for growing the most regional potatoes in the North East! We are also awaiting the outcome of our applications for both the Healthy Schools Award and the Inclusion Award, which are expected in early 2019.

## **Operation Outdoors**

Our school has a large amount of outdoor space and we want to make the most of that space in order to enrich the lives and health of our pupils. One way in which we are working towards that is 'Operation Outdoors', a fundraising initiative started and led by staff to raise money for outdoor activity and sports equipment. Parents, staff and governors have all got involved and the fundraising continues to be highly successful.

For a wealth of information about our school and the latest newsletters please visit our website [www.swalwellprimary.org](http://www.swalwellprimary.org)





## Thoughts from the people that matter

The children of Swalwell Primary School would like their new Headteacher to:

- Be someone who can continue to improve the school
- Help other people like our school!
- Be fair
- Listen
- Have experience of working with children and teaching them
- Like children!
- Make children feel safe and secure
- Lead assemblies
- Come into class and sit with them sometimes
- Have lunch with them
- Know them!
- Be fun!



# Life in Gateshead

The borough of Gateshead stretches almost 13 miles along the south bank of the river Tyne and covers 55 square miles, making it the largest of the five Tyne and Wear authorities. Gateshead is very close to Newcastle upon Tyne, the major urban centre in the North East and has strong transport links to the city, the rest of the North East and the wider UK. The borough has undergone rapid transformation in recent years with major physical redevelopment.

There is much to discover in Gateshead, from iconic and stylish buildings, extraordinary landmarks and a vibrant, lively art scene to exciting events, blooming parks and beautiful countryside.

Gateshead is fast becoming one of the biggest cultural quarters in the country capturing the imagination of the world with The Angel of the North - Britain's largest sculpture, The Gateshead Millennium Bridge - the world's first tilting bridge, BALTIC - the ambitious Centre for Contemporary Art, and The Sage Gateshead – the regional music centre designed by Lord Foster.



Gateshead truly is a diverse and exciting place to live and work.

## education **Gateshead**

### Raising Achievement for All



Developing school staff is one of our most important goals – we believe the school team is the cornerstone to success. We are committed to offering a wide variety of exciting and stimulating training courses and conferences that are underpinned by current research and initiatives. Our dedicated and high quality inspectors, advisors, consultants and trainers have a wealth of knowledge and expertise in their chosen fields.

We have a wide range of training programmes in a variety of subjects that are delivered centrally. These are clearly focused on major priorities in schools and informed by the latest research and current initiatives. We try hard to let you know what's new and effective in education.

We share a clear, common purpose with you to do the very best for children and young people, their families and their communities. We have significant collective experience of teaching, leading and managing schools, training and professional development, and carrying out Ofsted inspections. We are at the cutting edge of educational developments and practice through our innovative research programme and our direct involvement with many initiatives. We have established excellent links and relationships with local, regional and national policy and decision makers. Our support networks mean that if we cannot help, we will find someone who can.

There is a thorough programme of events to support newly appointed Headteachers in their first and second years, it includes:

- Visits to a wide range of schools throughout the borough: small schools, large schools, forest schools, special schools, new schools and schools housed in older buildings.
- Question and answer, information gathering sessions with officers from safeguarding, referral and assessment, finance, audit and insurance, human resources, governance and premises.
- Support of a Headteacher mentor during the first year who is experienced in all aspects of school leadership.

*“The world of Headship can be a particularly daunting confusing one. In gaining a Headship in Gateshead, however, I was fortunate enough to access a wealth of support and expertise through the Induction Programme for Newly-Appointed Senior Leaders. Gateshead’s programme includes an array of sessions focusing on key aspects of school leadership: safeguarding, premises management, finance, HR, governance, admissions and more. The sessions –which are expertly crafted by a team of authority professionals – are delivered in a range of school settings, with current serving Headteachers laying bear their school communities, openly sharing their experiences of school leadership and offering advice to participants. For me, the induction programme served beautifully as a bespoke package of professional development, as well as a helping hand throughout some of the more challenging aspects of the job, and a wonderful opportunity to meet with colleagues and share experiences – positive and otherwise – in a supportive and encouraging environment.”*

**Joe Wheatley – St Mary’s Primary School**

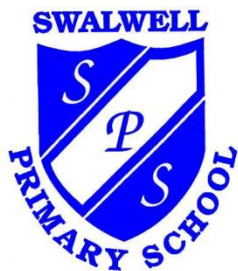
*“Gateshead leadership induction programme is excellent. Each month essential topics were covered, which provided knowledge of not only the systems in Gateshead, but also key people. I looked forward to these sessions as they were enlightening and gave me the opportunity to network with other new Headteachers and Deputies. I loved the fact we were able to look around other schools and ask experienced Headteachers countless questions. As a newly quailed teacher in Gateshead some years ago, I had the very best support and was not disappointed to find that on my return to Gateshead, the quality of the service is still second to none.”*

**Tracy Musgrove - St Oswald’s RC Primary School**

**educationGateshead, the very best for our children and young people.**







## Application Details

Swalwell Primary School is at the centre of a supportive community in Swalwell, Gateshead. The school has a welcoming, positive and inclusive atmosphere with a focus on equality, high expectations, achievement, and respect.

The Governors of Swalwell are looking to appoint a Headteacher who is inventive, determined, talented and caring to lead the school confidently and effectively into the future.

We are proud to be able to offer:

- Engaged and happy children who are eager to learn;
- Committed, hardworking and enthusiastic staff;
- Loyal and experienced governors, all of whom are keen to support a new leader; and
- A community that is dedicated, involved and keen to see (and to help) the school succeed.

We are looking for a Headteacher who:

- Is inspirational, resilient and resourceful, with a proven track record of success;
- Has effective, organised and tailored management and leadership skills;
- Is innovative, creative and dynamic with a willingness to try new things and to listen to ideas;
- Is approachable, visible and supportive of children, staff and parents;
- Has empathy, excellent communication skills, and the ability and willingness to work collaboratively with staff, parents, governors and the wider community; and
- Is committed to developing and implementing strategies to achieve (and maintain) high standards, sustained achievement and wide-ranging aspiration.

**Closing date for applications: 1 February 2019**

**Shortlisting: 5 February 2019**

**Interviews: Monday 25 February 2019 and Thursday 28<sup>th</sup> February 2019**

If you have any queries or would like to have an informal discussion about the post please contact Melanie Maitland on 0191 433 8622.

## HEADTEACHER – SWALWELL PRIMARY SCHOOL

### JOB PROFILE

<b>Overall</b>	To meet the requirements of a Headteacher as set out in the School Teachers' Pay and Conditions Document, school and local authority policies.
<b>Responsible to</b>	School governing body and Strategic Director Care, Well-being and Learning.
<b>Strategy</b>	In consultation with staff, governors and children to create and maintain the ethos, values and aims of the school.
	To have high expectations and lead by example.
	To work with the governing body to determine the strategic direction of the school.
	To keep under review the work and organisation of the school and continue to evaluate the effectiveness of the curriculum in the light of children's needs, national and local priorities.
	In consultation with staff, governors and children to draw up and implement a school improvement plan.
	To ensure implementation of key statutory policies, including equal opportunities, anti-discrimination, special educational needs and disability and to promote an understanding of the diversity of life in Britain and of fundamental British values.
	To provide clear strategic direction for the school which achieves the highest quality educational provision across all three key stages including personal, social and academic outcomes.
	To ensure that the school benefits from a rigorous self-evaluation framework which substantially contributes to improved outcomes in the school.
	To take the lead and advise the governing body in the recruitment and appointment of staff.
	To ensure that current educational initiatives are incorporated effectively within the school's drive for improvement.
	To build and maintain safe, caring, welcoming, happy, stimulating and challenging learning environments.
	Attendance at and participation in meetings relating to the curricular administrative, organisational, pastoral and managerial arrangements for the school.
<b>Finance and Resources</b>	To plan, manage and monitor the use of finances and resources effectively to achieve the aims of the school.
<b>Curriculum and Learning</b>	To lead the educational development of the school and ensure that each child's educational programme meets their individual needs.
	To monitor and evaluate the standards of teaching and learning and children's progress across the school.
	To provide for the well-being, involvement, emotional, social and personal development of children to complement their academic development.



<b>Staffing</b>	To work with other senior leaders to coach staff to develop their teaching skills based on areas of development identified in observations.
	To manage and motivate all staff to ensure the curriculum is delivered effectively.
	To provide opportunities for continuing professional development for all staff.
	To lead and support the leadership team individually and collectively.
	To manage the performance of all staff in line with statutory requirements and delegate responsibilities where appropriate, ensuring the highest quality of performance.
<b>Liaison</b>	To work closely with the governing body to ensure the school operates effectively and efficiently, leading to highly effective provision across the school.
	To develop positive relationships with parents, the local authority, other schools and the local community.
	To arrange for parents to be given regular information about the curriculum, progress of their children and other matters affecting the school.
	To work effectively with other professionals to ensure the best possible skills and resources are available for all children in order to maximise their potential.
	To provide regular reports to the governing body on the impact of the work of the school.
	To provide opportunities for developing inclusive practice for both children and staff in partnership with relevant organisations.
<b>Premises</b>	To create a welcoming, safe, stimulating environment both indoors and outdoors in which children, staff and visitors feel comfortable and which is conducive to learning.
<b>Personal Development</b>	To engage actively in performance management and continuing professional development to ensure professional skills are kept up to date and developed.

The Job Description is current at the date shown, but in consultation, may be changed by the governors to reflect or anticipate changes in the job commensurate with the grade and job title.

The Headteacher will be expected to comply with any reasonable request from the governors to undertake work of a similar level that is not specified within this job description.

## Headteacher - Swalwell Primary School

### PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>TRAINING AND QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>Qualified Teacher Status.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Degree or evidence of professional qualification in education.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Higher Degree or evidence of further study.</li> </ul>		D
<ul style="list-style-type: none"> <li>Post-entry Curriculum or Management Qualification.</li> </ul>		D
<ul style="list-style-type: none"> <li>National Professional Qualification for Headship (unless existing HT with some years of experience).</li> </ul>	E	
<ul style="list-style-type: none"> <li>Recent participation in a range of relevant in-service training.</li> </ul>	E	

<b>EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT</b>		
<ul style="list-style-type: none"> <li>Leadership experience at Headteacher or Deputy Head level (minimum 3 years for the latter).</li> </ul>	E	
<ul style="list-style-type: none"> <li>Proven management skills and a record of positive achievement.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Minimum five years' experience in a school for children of primary age (in more than one school/setting/key stage).</li> </ul>	E	
<ul style="list-style-type: none"> <li>Experience of teaching in a school with socio-economic challenges.</li> </ul>		D
<ul style="list-style-type: none"> <li>To have effectively managed whole school change, for example introduced a new initiative or procedure, developed a strategy which impacted significantly upon children's learning, and delivered in-service training.</li> </ul>	E	
<ul style="list-style-type: none"> <li>To have had involvement with preparing and monitoring budgets.</li> </ul>	E	
<ul style="list-style-type: none"> <li>To have had involvement with school improvement-planning process, (particularly monitoring and evaluating the effectiveness of actions), school self-evaluation process, Ofsted inspection, Child Protection issues.</li> </ul>	E	
<ul style="list-style-type: none"> <li>To have involvement of working with a governing body.</li> </ul>	E	
<ul style="list-style-type: none"> <li>To have experience of implementing or monitoring safeguarding practice within a school.</li> </ul>	E	
<ul style="list-style-type: none"> <li>To have experience of inclusive educational practice within a school.</li> </ul>	E	

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b> <i>Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to primary education development.</i>		
• Children's educational and personal development.	E	
• School leadership and management.	E	
• Curriculum and assessment, including subjects and cross-curricular aspects.	E	
• Effective teaching and learning strategies.	E	
• School improvement strategies.	E	
• Local and national policies, priorities and statutory frameworks including the Early Years Foundation Stage	E	
• Role of Governing Body.	E	

<b>PERSONAL SKILLS AND ABILITIES</b> <i>Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post.</i>		
• Excellent communication skills, both written and verbal.	E	
• Highly effective interpersonal skills.	E	
• Ability to motivate and enthuse all members of the school community.	E	
• Effective ICT skills.	E	
• Effective and efficient organisational skills.	E	

<b>OTHER REQUIREMENTS</b>		
• Application forms should be completed in full.	E	
• Letters should be word processed.	E	
• Letters should address the criteria identified in the person specification and be relevant to the school.	E	

<b>CONFIDENTIAL REFERENCES AND REPORTS</b>		
• Written reference(s) only.	E	
• Confirming professional and personal knowledge, skills and abilities referred to above.	E	
• Positive recommendation from current employer.	E	