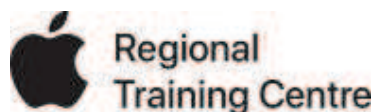




Benton Park Primary School

Celebrating the successes and achievements of everyone in our community

Headteacher Recruitment Pack



Benton Park Primary School, Corchester Walk, Benton, Newcastle upon Tyne NE7 7SS Tel: 0191 2665122

Contents



Page

Welcome from the Chair of Governors	3
About our school – our ethos and values and our performance and pupil experience	4
About our school – our pupils in action	5
About our school – facts and figures	6
About our school – more information	7
Ouseburn Learning Trust	8
The Headteacher role – the advert	9
The Headteacher role – job description	10
The Headteacher role – the person specification	13
The Headteacher role – the appointment process	15

Welcome from Chair of Governors



Dear Applicant

Thank you for your interest in our vacancy for a Headteacher of Benton Park Primary School.

Our current Headteacher is moving to a new role in Northumberland after leading the school successfully for 15 years. Although our school community will miss her, we are excited about the prospect of a new Headteacher who will work with the Governing Body and all school staff to establish a renewed strategic vision and direction for the future.

We achieved an “outstanding” grade at our last Ofsted inspection in 2015, however neither governors nor staff are complacent and recognise that we need to continue to work hard to improve results and ensure our pupils are well prepared for the next stage of their lives. This is against the backdrop of a growing school roll, following an increase in our PAN to 60 in 2015, and an increasing proportion of SEN children with complex needs.

We know that education never stands still and all staff have begun to review the curriculum beyond English and Maths. Our leaders also continue to improve the quality of teaching and the effectiveness of assessment.

We are proud of many other attributes of our school: our focus on inclusion, our care for SEN pupils, the support we offer our more vulnerable pupils and families, as well as our established use of iPads as a learning tool, our singing, our radio station – the list could go on!

Working collaboratively is important to us, both with schools in our foundation trust and with schools and partner organisations across the North East. We are a member of a Teaching School Alliance and a Regional Training Centre for Apple.

We strongly encourage you to visit us and find out more about this exciting opportunity. We are holding open mornings from **9.15 am on Tuesday 7 and Wednesday 8 May** – please see details of how you can register to attend on page 9 of this pack.

Jane Edminson, Chair of Governors

About our school



Our ethos and values

At Benton Park we aim to:

- Be a happy and safe school where we try our best.
- Treat each other with respect, kindness and good manners.
- Celebrate the success and achievement of everyone in the community.
- Ensure high achievement and high attainment in all areas.

Our performance and pupil experience

You can read more about our school including our recent performance and Ofsted inspection – as well as our pupil blogs - on our school website at: www.bentonparkblogs.net

The photographs on the next page highlight the rich pupil experience at Benton Park.



About our school



(left) Singing out at the Annual Ouseburn Learning Trust Concert at Newcastle City Hall



(right) Benton Park Football Team representing the school with pride



(left) Outdoor fun on a trip to Rising Sun Country Park



(right) Performing at the Laing Art Gallery with Scottish Opera

About our school



2018-19 facts and figures

- Local authority: Newcastle City Council
- Type of school: Foundation
- Trust: Ouseburn Learning Trust
- Entry: two-form
- Number of pupils: 430 (including 46 in Nursery)
- Age range: 3-11
- Special needs: Hearing Impaired Additionally Resourced Centre (HIARC)
- Proportion of SEN with EHC plan: 1.7%
- Proportion of SEN support: 12.6%
- Proportion of EAL: 16.2%
- Proportion of girls: 46.2%
- Proportion of Ever 6 Free School Meals: 16.5%
- Annual budget: £1.4 million
- Number of staff: 54 (of which 19 are teachers including a non-teaching Deputy Head)



About our school



- Our published admission number (PAN) increased from 45 to 60 in 2015 so we continue to grow. Benton Park is a popular choice for parents for nursery and reception admissions, as well as families moving into the local area.
- The HIARC on our site is part of a local authority-led service. Staff are employed by the local authority however day-to-day management and accountability for pupil outcomes rests with our Headteacher.
- We have an ongoing focus on improving attendance and employ a dedicated Family Support Worker to work closely with our most vulnerable families. We recognise the need to provide support with mental health and our use of therapists has had a positive impact on pupil wellbeing.
- We have a thriving after school club, Benton Buttons, which provides childcare up to 6pm and makes a positive contribution to the school budget.
- The Friends of Benton Park is an active Parents and Friends Association which enhances school life with fundraising events and activities.
- We continue to have a strong emphasis on developing teaching and learning and staff CPD.
- We have enabled a number of School Direct students from the Quayside Teaching Alliance (based at West Jesmond Primary School) to achieve qualified teacher status.
- We have three accredited Specialist Leaders in Education who can support other schools to develop leadership capacity.
- We embrace the use of technology by pupils and staff and the school is an Apple Regional Training Centre to facilitate staff CPD across the North East.
- The Governing Body has signed up to the Newcastle Promise, which is a statement of shared and binding moral purpose for Newcastle to be “a city where we all share responsibility for providing the best educational opportunities for all our children and young people”. You can read more at: <http://www.servicestoschools.org.uk/Services/4423>



Ouseburn Learning Trust



Who we are and what we do

The Ouseburn Learning Trust is a charitable company of eight schools and six 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, West Jesmond Primary School and Heaton Manor School (which is shortly due to leave the trust due to academisation). Christ Church C of E Primary School is an associate member of the Trust.

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.

Our Partners

We have six external partners 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.



You can read more about the Ouseburn Learning Trust on the OLT website at: <http://www.ouseburnlearningtrust.org/>

The Headteacher role – the advert



Headteacher

Salary: L18 – L24 £60,755-£69,973 per annum
Full-time, permanent
Group 3 - Number on Roll: 430

Required for 1 September 2019 or as soon as possible thereafter

We have an exciting opportunity for an experienced and inspirational leader to further develop our popular and successful school following the current headteacher's appointment to a new post. As a foundation school within the Ouseburn Learning Trust, we work together with seven local schools and external partners to provide a world class educational experience for young people in our local area.

Our school was judged as Outstanding at the last Ofsted inspection in 2015 but governors and staff recognise the need to continue to work hard to improve results and ensure our pupils are well prepared for the next stage of their lives. We are looking for someone with the drive, energy and commitment to move the school forward as pupil numbers continue to increase and be outward-facing within a changing education world.

We are looking for a Headteacher who is:

- able to work with the Governing Body and other stakeholders to develop a strategic vision for the future and build on our positive, caring and inclusive school ethos
- an excellent teaching and learning professional with a track record of improving whole-school pupil outcomes as a headteacher or deputy headteacher
- able to inspire, motivate and empower all members of the school community
- a strategic thinker who can translate broad aims into effective operational plans
- capable of effectively managing finances, resources and people.

In return we can offer you:

- an inclusive school with happy, well behaved children who enjoy learning
- the support of our dedicated strong team of staff and governors
- the opportunity to develop our commitment to distributed leadership and management
- established positive relationships with parents and the local community
- the opportunity to work collaboratively with other Headteachers and our trust community.

Like to find out more about this opportunity? We are holding two open mornings so you can meet the Chair and Vice Chair of Governors and look around the school on **Tuesday 7 May and Wednesday 8 May from 9.15am**. Please contact Michelle Weldon, Business Manager to register your interest on 0191 2665122 or michelle.weldon@bentonparkprimary.co.uk

Interested in applying? A completed application form, additional evidence form and safe recruitment form must be submitted by e-mail to office@bentonparkprimary.co.uk **no later than 12 noon on Friday 10 May 2019**.

Shortlisting: Tuesday 14 May 2019 based on the criteria in Part A of the person specification

Selection process: Tuesday 21 May 2019 based on the criteria in Part B of the person specification

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 upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.

The Headteacher role – the job description



Post Title:	Headteacher
Pay Range:	L18 - L24
Responsible to:	The Governing Body
Responsible for:	Leadership and management of the school and all its staff.
Job Purpose:	<p>To:</p> <ul style="list-style-type: none">▪ lead the school in line with a shared strategic vision and ethos;▪ effectively manage and organise the school, its employees and resources;▪ establish and implement an appropriate curriculum for the school to ensure it meets the needs of all learners;▪ 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 responsibilities 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 stakeholder 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 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.

The Headteacher role – the job description



Governing Body and Community

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 learners' achievement and personal development. To ensure learning 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.

Curriculum and Learning

- 11 To establish, co-ordinate and implement strategies which secure high standards of behaviour, attendance and personal development.
- 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 establish and implement an appropriate curriculum for the school 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 care 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 personally lead and support the senior leadership team.
- 19 To recruit, manage, develop and motivate all employees of the school to enable a workforce that performs well individually and collectively.
- 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.

The Headteacher role – the job description



Safeguarding and vulnerable learners

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

The Headteacher role – the person specification



Part A: Application Stage

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

Essential

1	Current or recent experience as a Headteacher or Deputy Headteacher.
2	Experience of monitoring, evaluating and improving the quality of teaching and learning.
3	Experience of contributing to school improvement planning.
4	Evidence of leading whole school improvement priorities resulting in successful school improvement.
5	Knowledge of the National Curriculum and assessment across the primary age range from Foundation Stage to Key Stage 2.
6	Experience of curriculum development to meet the needs of all learners.
7	Experience of working in partnership with governors, staff, parents, pupils and the community.
8	Evidence of positive engagement in own continuing professional development.
9	Experience of coaching and mentoring other teaching and learning professionals.
10	Able to communicate effectively in writing.

Desirable

11	Relevant professional qualification for aspiring or serving headteachers e.g. National Professional Qualification for Headship (NPQH)
12	Experience of teaching across the primary age range from Foundation Stage to Key Stage 2.
13	Experience of working in partnership with other agencies and professionals to ensure positive outcomes for children and young people, especially vulnerable learners.

Part B: Assessment Stage

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

Essential

No	Criterion	Interview	Tasks
1	Can develop a shared vision and ethos for the school.	✓	✓
2	Committed to outward facing schools working collaboratively together to improve outcomes for pupils and the wider community.	✓	
3	Able to effectively evaluate the quality of education and care for all learners.	✓	✓
4	Committed to creating inclusive environments where all individuals are welcomed, respected, supported and valued to fully participate.	✓	✓
5	Drives forward strategic priorities and translates these into practical action plans including resource management.	✓	✓
6	Able to establish positive relationships with a range of stakeholders which inspire, motivate and empower.	✓	✓
7	Able to successfully manage a school staff team with a range of roles, delegating with accountability and managing change.	✓	✓
8	Has up-to-date knowledge of education developments and evidence-based approaches.	✓	
9	High level numeracy and literacy skills to analyse and interpret complex data	✓	✓

The Headteacher role – the person specification



	and handle financial information.		
10	High level oracy and written communication skills effective for a range of audiences.	✓	✓
11	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. 	✓	
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	

Part C: Additional Requirements

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

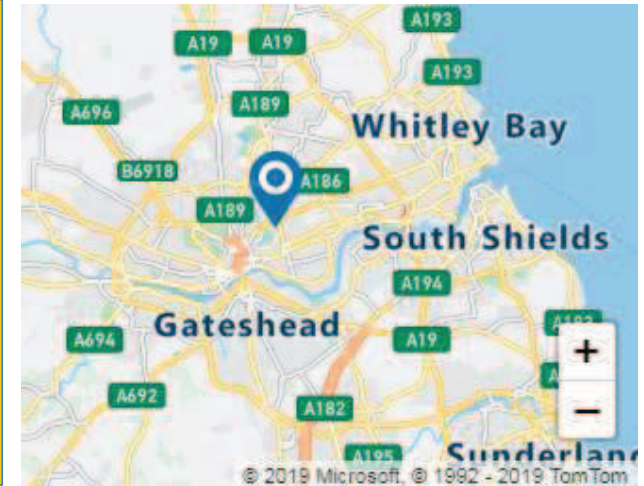
1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Children's Barred List check
4	No adverse prohibitions, restrictions or sanctions relating to teaching in the UK or EEA
5	Medical clearance
6	Two references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

The Headteacher role – the appointment process



Completing your application

- Please use the standard Newcastle City Council **Application Form** and ensure that you provide evidence about how you meet the criteria in the person specification that are assessed at the application stage in the 'skills, knowledge and experience' section.
- There is also an **Additional Evidence Form** requesting specific examples of your track record to assess your suitability for this role. (Please do not submit a separate covering letter with your application form.)
- You need to complete a **Safe Recruitment Form** to declare whether you have any relevant criminal convictions. We will carry out an enhanced DBS check for the successful candidate.
- Please submit your completed Application Form, Additional Evidence Form and Safe Recruitment Form by e-mail to office@bentonparkprimary.co.uk.



Visits to the school	We are holding Open Mornings on Tuesday 7 May and Wednesday 8 May from 9.15am, which will include the opportunity to meet the Chair and Vice Chair of Governors and tour the school. Please register your interest by contacting Michelle Weldon, Business Manager on 0191 2665122 or Michelle.Weldon@bentonparkprimary.co.uk
Deadline for applications	12 noon on Friday 10 May
Shortlisting date	Tuesday 14 May. We expect to inform shortlisted candidates by telephone no later than Wednesday 15 May. References will be taken up for shortlisted candidates so please ensure your referees are aware of your application and are available to respond before 21 May.
Interview/assessment date	Tuesday 21 May 2019 (it may not be possible to offer an alternative date)