Lingey House Primary School





Headteacher Recruitment Applicant Pack

Letter from the Chair of Governors

Dear Candidate

We are delighted you have taken an interest in applying for the post of Head Teacher at Lingey House Primary School.

Governors would welcome applications from candidates who will build on our 'aim high' ethos and values and where our children know they attend the 'best school in the universe.'

Lingey House Primary School is at the heart of our local community. The governing board is seeking an inspirational leader who will continue to work with all members of our community, including parents to continue to drive our successful school forward.

To experience the warmth of our school and the enthusiasm of the children I encourage you to come for an informal visit.

Visits will take place on **Tuesday 1st October (2pm) and Wednesday 2nd October (10.30am)**. Please contact Denise Hewitt (School Business Manager) on 0191 4381287 or at DeniseHewitt@Gateshead.Gov.UK to book a place. The informal visit is not part of the selection process.

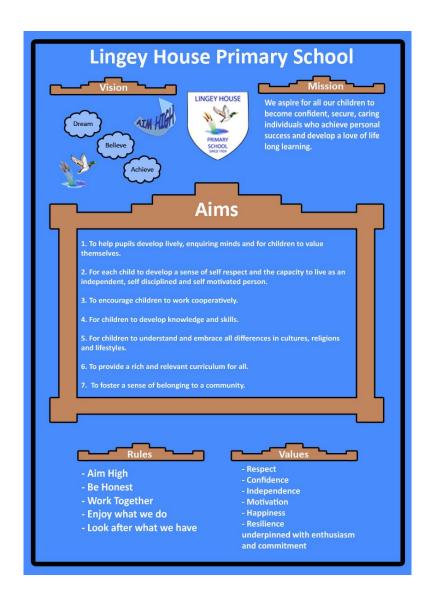
Thank you for showing an interest in this post. I hope you find this pack useful and informative and that it will encourage you to apply.

Yours sincerely

Christine Henderson

Chair of Governors

On behalf of the Governing Body of Lingey House Primary School.















For a wealth of information about our school and the latest newsletters, please visit our website https://www.lingeyhouseprimary.org

Life in Gateshead

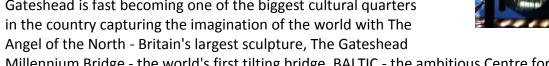




The borough of Gateshead stretches almost 13 miles along the south bank of the River Tyne and covers 55 square miles, making it the largest of the five Tyne and Wear authorities. Gateshead is very close to Newcastle, the major urban centre in the North East and has strong transport links to the city, the rest of the North East, and England. 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



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.

educationGateshead **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

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



Application Details

Lingey House Primary School is a popular outstanding school at the very heart of its local community. The governing body are seeking to appoint a candidate who will build on our 'aim high' ethos and values and where our children know they attend the 'best school in the universe.'

We are looking for:

- An exceptional leader who can continue to build our very strong team and who has high expectations
- An approachable individual who welcomes the community into our school
- A person with passion who sees the potential in every child
- Someone who is innovative, creative and outward looking
- A leader who will challenge, motivate and inspire

Informal visits will take place on Tuesday 1st October (2pm) and Wednesday 2nd October (10.30am)

- The closing date for applications is noon on Friday 11th October
- Shortlisting will take place on 15th October
- Interviews will take place on 12th and 13th November.

If you would like to have an informal discussion about the post, please contact Sue Waugh on 01914338603



HEAD TEACHER

LINGEY HOUSE PRIMARY SCHOOL

Job Profile

	To meet the requirements of a Headteacher as set out in the School
Overall	Teachers' Pay and Conditions Document, school and local authority policies.
Responsible to	School governing body and Strategic Director Care, Well-being and Learning.
-	In consultation with staff, governors and children to create and maintain the
Strategy	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.
Finance and	To plan, manage and monitor the use of finances and resources effectively
Resources	to achieve the aims of the school.
Curriculum and	To lead the educational development of the school and ensure that each
Learning	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.
Staffing	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.
	To work closely with the governing body to ensure the school operates
Liaison	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.
	To create a welcoming, safe, stimulating environment both indoors and
Premises	outdoors in which children, staff and visitors feel comfortable and which is
	conducive to learning.
Personal	To engage actively in appraisal and continuing professional development to
Development	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.

HEAD TEACHER

LINGEY HOUSE PRIMARY SCHOOL

Person specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
TRAINING AND QUALIFICATIONS		
Qualified Teacher Status.	x	
Degree or evidence of professional qualification in education.	Х	
Higher Degree or evidence of further study.		Х
Post-entry Curriculum or Management Qualification.		Х
National Professional Qualification for Headship (unless existing HT with some years of experience).		Х
Recent (within 2 years) participation in a range of relevant in-service training.	Х	

Leadership experience at Headteacher, Deputy Head or Assistant		
Headteacher (minimum 3 years for the latter two).	X	
Headteacher (Illinimum 5 years for the latter two).		
Proven management skills and a record of positive achievement.	x	
Minimum five years' experience in a school for children of primary age		
(in more than one school/setting/key stage).	X	
(in more than one schooly setting, key stage).		
Experience of teaching in a school with socio-economic challenges.		X
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-	X	
service training.		
service truming.		
To have had involvement with preparing and monitoring budgets.	Χ	
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	Χ	
issues.		
issues.		
To have involvement of working with a governing body.	Χ	
To have experience of implementing or monitoring safeguarding		
practice within a school.	X	
To have experience of inclusive educational practice within a school.		
To have experience of metablic educational produce within a school.	X	
To have successful experience of curricular development	Х	
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ROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Children's educational and personal development.	х	
School leadership and management.	Х	
Curriculum and assessment, including subjects and cross-curricular aspects.	Х	
Effective teaching and learning strategies.	Х	
School improvement strategies.	Х	
Local and national policies, priorities and statutory frameworks including the Early Years Foundation Stage	Х	
Role of Governing Body.	х	
Knowledge of current Ofsted inspection processes	х	
ERSONAL SKILLS AND ABILITIES		
Excellent communication skills, both written and verbal.	х	
Highly effective interpersonal skills.	Х	
Ability to motivate and enthuse all members of the school community.	Х	
Effective ICT skills.	Х	
Effective and efficient organisational skills.	х	
THER REQUIREMENTS		
Application forms should be completed in full.	Х	
Letters should be word processed.	Х	
Letters should address the criteria identified in the person specification and be relevant to the school.	х	
Supporting statement /letter (maximum 1000 words)	х	
ONFIDENTIAL REFERENCES AND REPORTS		
Written reference(s) only.	х	
Confirming professional and personal knowledge, skills and abilities referred to above.	Х	
Positive recommendation from current employer.	Х	