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 ***Thursday 6th February (2pm), Monday 10th February (10am) and Thursday 13th February (2pm)****. 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.

Lingey House Primary School

Vision

Dream

Believe

Achieve

AIM HIGH

Mission

We aspire for all our children to become confident, secure, caring individuals who achieve personal success and develop a love of life long learning.

Aims

1. To help pupils develop lively, enquiring minds and for children to value themselves.

2. For each child to develop a sense of self respect and the capacity to live as an independent, self disciplined and self motivated person.

3. To encourage children to work cooperatively.

4. For children to develop knowledge and skills.

5. For children to understand and embrace all differences in cultures, religions and lifestyles.

6. To provide a rich and relevant curriculum for all.

7. To foster a sense of belonging to a community.

Rules

- Aim High
- Be Honest
- Work Together
- Enjoy what we do
- Look after what we have

Values

- Respect
- Confidence
- Independence
- Motivation
- Happiness
- Resilience

underpinned with enthusiasm and commitment













Application Details

The children at our school believe it is 'the best in the universe!'

Do you have what it takes to make it even better?

Come and visit our school and then tell us how you will work with our dedicated and hardworking team to take Lingey House to the next level.

Visits to the school are essential and will take place on Thursday 6th February (2pm), Monday 10th February (10am) and Thursday 13th February (2pm)

- The closing date for applications is noon on Monday 24th February
- Shortlisting will take place on 10th March
- Interviews will take place on 30th and 31st March

Previous applicants are welcome to reapply.

If you would like to have an informal discussion about the post, please contact Sue Waugh on 0191 4338603

Gateshead Council
www.gateshead.gov.uk

HEAD TEACHER

LINGEY HOUSE PRIMARY SCHOOL

Job Profile

Overall	To meet the requirements of a Headteacher as set out in the School Teachers' Pay and Conditions Document, school and local authority policies.
Responsible to	School governing body and Strategic Director Care, Well-being and Learning.
Strategy	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.
Finance and Resources	To plan, manage and monitor the use of finances and resources effectively to achieve the aims of the school.
Curriculum and Learning	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.

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.
Liaison	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.
Premises	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.
Personal Development	To engage actively in appraisal 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.

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.	X	
Higher Degree or evidence of further study.		X
Post-entry Curriculum or Management Qualification.		X
National Professional Qualification for Headship (unless existing HT with some years of experience).		X
Recent (within 2 years) participation in a range of relevant in-service training.	X	

EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT		
Leadership experience at Headteacher, Deputy Head or Assistant Headteacher (minimum 3 years for the latter two).	x	
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	
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-service training.	X	
To have had involvement with preparing and monitoring budgets.	X	
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.	X	
To have involvement of working with a governing body.	X	
To have experience of implementing or monitoring safeguarding practice within a school.	X	
To have experience of inclusive educational practice within a school.	X	
To have successful experience of curricular development	X	
To have experience of working with trainee teachers		X

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING .		
Children's educational and personal development.	X	
School leadership and management.	X	
Curriculum and assessment, including subjects and cross-curricular aspects.	X	
Effective teaching and learning strategies.	X	
School improvement strategies.	X	
Local and national policies, priorities and statutory frameworks including the Early Years Foundation Stage	X	
Role of Governing Body.	X	
Knowledge of current Ofsted inspection processes	X	

PERSONAL SKILLS AND ABILITIES		
Excellent communication skills, both written and verbal.	X	
Highly effective interpersonal skills.	X	
Ability to motivate and enthuse all members of the school community.	X	
Effective ICT skills.	X	
Effective and efficient organisational skills.	X	

OTHER REQUIREMENTS		
Application forms should be completed in full.	X	
Letters should be word processed.	X	
Letters should address the criteria identified in the person specification and be relevant to the school.	X	
Supporting statement /letter (maximum 1000 words)	X	

CONFIDENTIAL REFERENCES AND REPORTS		
Written reference(s) only.	X	
Confirming professional and personal knowledge, skills and abilities referred to above.	X	
Positive recommendation from current employer.	X	

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 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.

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.

