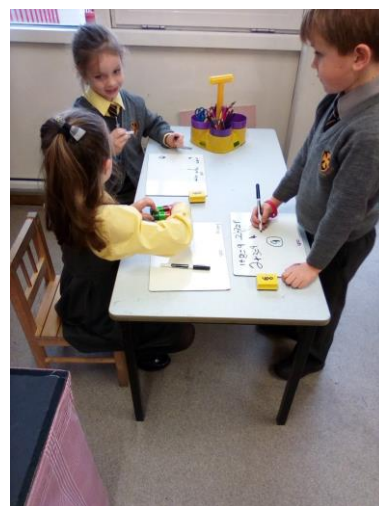


*'At the heart of education lies the child.'*

**Whickham Parochial  
Church of England (Voluntary aided)  
Primary school**



# **Headteacher Recruitment Applicant Pack**



## Letter from the Chair of Governors

0191 4887867

### Whickham Parochial C of E Primary School

*At the heart of education lies the child*



Founded 1714

Dear Applicant,

Whickham Parochial Church of England Primary School is a unique school in every way. Established by Dr Thomlinson over 300 years ago Whickham Parochial is above the National Average in terms of pupil progress and attainment. The Governors now seek to preserve Dr Thomlinson's vision both spiritually and educationally by appointing an outstanding Head Teacher who will further develop the school to improve the already excellent learning environment for the benefit of the pupils and the community.

Our pupils thrive on the challenge education provides, while embracing the school's Christian traditions. Our pupils are proud of their school, their achievements and the Christian culture which benefits all aspects of their learning and social wellbeing. Our pupils feel safe within school and enjoy a positive relationship with staff.

The Governors value the staff and consider their progression as integral to the high standards which have been achieved thus far including an outstanding Ofsted. Staff work as a strong collaborative team to ensure learning has a positive effective impact on the children. They encourage the children to do their best and take the time to recognise their efforts.

Whickham Parochial Church of England Primary School is looking for a vibrant Head Teacher with a proven record of success to lead our school both educationally and spiritually. The candidate will need to be energetic, nurturing and have the ability to know and care for each of our pupils so as to ensure they thrive in a happy and exciting environment as well as growing in their Christian faith.

Yours faithfully,

Christopher Liddle  
Chair of Governors

## **School Mission Statement**

***‘At the heart of education lies the child.’***

### **Aims and Mission Statement**

Through a partnership between home, church and school we provide a stimulating and caring environment in which to develop the whole child, preparing them for life.

At Whickham Parochial we believe that every child is entitled to enjoy their childhood, celebrate their individuality and reach their full potential. We aim to do this through:

- Creating a caring school family living by Christian values.
- Celebrating everyone's strengths and efforts no matter how small.
- Valuing the opportunities we have to contribute to our community and the wider world.
- Offering wide ranging quality experiences that stimulate children's minds.
- Encouraging respect for others, positive behaviour and good manners.
- Building strong links between school, home and church.
- Preparing children for future challenges in a changing world
- We wish every child to take with them happy memories of Whickham Parochial into their future life.

### **Christian Ethos**

We are a fully inclusive school, and children of all faiths are welcomed in our school. However, we fully believe that it is in the very best interests of all children and of the community in which they live to instil in our pupils the values of Christianity. In doing so, we hope to support children in becoming compassionate, respectful, forgiving and tolerant young people – in short, people who live the Christian values.

Additionally, we feel that growing up in the knowledge that they are cared for and welcomed by the Christian Church is in itself a blessing for any child. We hope that our school reflects this belief and is successful in demonstrating the value of Christianity in children's lives.

***For further information about the school and latest newsletters, please visit our website:***  
**<https://whickhamparochial.org/>**

## **Pupils would like their Headteacher to be someone who is:**

- Knowledgeable about learning
- Someone who can teach
- Fun, happy and joyful
- Supportive and kind
- Someone they can talk to and who knows them
- Enthusiastic
- Approachable
- Fair towards everyone
- Confident in leading assemblies, including those that celebrate their achievements
- Able to teach them about Christian values



## **Staff would like the new Headteacher to be someone who will be:**

- Approachable with excellent people skills and values the views of all staff
- Supportive of the need for a positive work/life balance
- A strong leader who respects the legacy of the past, understands our current needs and has a clear vision for the future of the school
- A good communicator who can motivate, inspire and lead all in the school community
- Able to sustain the nurturing, supportive environment in this family orientated school
- Supportive of the Christian values of the school
- Organised, leads by example and have a sense of humour!
- Consistent in putting the needs of children first, within a framework of high expectations of standards and behaviour



## Life in Gateshead



2007-2008  
School Improvement

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.

## 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*

*Becoming a Headteacher for the first time - in both a new school and a new Local Authority - was a real challenge but the support I've received in Gateshead has been fantastic. The 'New Leaders' programme is a great way of getting to know how the Authority works and seeing how experienced Headteachers have brought success to their schools, but more importantly it helps you to put faces to names, as well as providing an instant support network. The Education Team and my SIP are always available to offer advice or direct me to a school or colleague who can shed light on a challenge or share their success. You genuinely feel like you are part of one big team.*

*Chris Boddy – White Mere Primary School*

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



*'At the heart of education lies the child.'*

## **Application details**

### **Headteacher: Whickham Parochial Church of England Primary school - Group 2: L13 -19**

Following the retirement of the Headteacher, the Governing Body wishes to appoint a highly committed, passionate and experienced school leader (at Deputy or Head Teacher level) to take up the post of Head Teacher at Whickham Parochial Church of England Primary school.

The school is at the heart of a local community and prides itself on the friendly and supportive atmosphere where children and staff are encouraged to be the best that they can be.

Governors are looking for a candidate who will use their knowledge and experience to consolidate and further develop the high performance of many years and take the school forward to even greater success for all its pupils and staff.

Applicants for the post should be highly motivated, well-qualified, with an understanding of working in a Church of England Primary school and possess outstanding interpersonal skills. They should have a strong commitment to sustaining school improvement, be committed to the safeguarding and well-being of all children and staff. In addition, they will be able to demonstrate a good track record of leadership and management at a senior level.

The successful applicant will:

- Be passionate about raising and maintain the already high standards of our pupils, whilst ensuring that every child's potential is fully realised
- Be able to support and promote the school's distinctive Christian vision
- Have proven leadership and management skills
- Demonstrate a commitment to excellence in teaching and learning
- Be approachable, receptive to the views of others and able to challenge, motivate and inspire others
- Have high expectations of achievement and behaviour

We can offer you:

- An exciting and challenging opportunity to lead our school
- A very supportive team of colleagues and governors within the school
- Engaged, lively, creative learners, who are hardworking, caring and proud to attend their school

- Close working partnerships across the LA, Diocese and other schools in the locality
- A positive working environment
- A strong commitment to professional development at all levels
- Very positive relationships with supportive parents, the local church and wider community

**The closing date for applications is noon on Monday 2nd March.**

Shortlisting will take place on Friday 6th March.

**Interviews will take place on Wednesday 18th March and Thursday 19th March.**

***To find out more about this role, prospective applicants are welcome to visit the school on either: Wednesday 26th February at 2pm or 4pm.***

Please contact Mrs K Barnes, the school administrator, on 0191 488 7867 to confirm your attendance at one of the visit sessions. If you would like to discuss the post further contact the LA's Primary School Link Inspector, Stephen Jones on 0191 4338772 or e-mail: StephenJonesCWL@gateshead.gov.uk

Gateshead council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will require an Enhanced Certificate from the Disclosure and Barring Service.

***For further information about the school and latest newsletters, please visit our website:***  
***<https://whickhamparochial.org/>***



## Headteacher Person Specification

### Whickham Parochial Church of England (Voluntary Controlled) Primary School

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 or Church of England Qualification for Headship (unless existing HT with some years of experience).</li> </ul>		D
<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 as Headteacher or Deputy Headteacher (minimum 3 years' experience).</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>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>		D
<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 had involvement with a SIAMS inspection at DHT or HT level.</li> </ul>		D
<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	
• The Church of England vision for Education		D
<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	
• Lead and promote the schools distinctive Christian Vision	E	
<b>OTHER REQUIREMENTS</b>		
• Application forms to be completed in full and address the required criteria, identified in the person specification for the post, relevant to the school.	E	
• Any additional supporting letter is welcomed and should offer further information to support your application (This should be word processed and no more than 2 sides of A4 – font 10).	E	
<b>CONFIDENTIAL REFERENCES AND REPORTS</b>		
• Written reference(s) only.	E	
• Referees should be selected who can confirm the professional and personal knowledge, skills and abilities referred to above.	E	
• Positive recommendation from current employer.	E	

## HEAD TEACHER

### Whickham Parochial Church of England 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 further establish, promote and maintain the Christian vision, school aims and associated values.
	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, spiritual, 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 a safe, caring, welcoming, happy, inclusive, 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 effectively and evaluate the standards of teaching and learning and children's progress across the school.
	To work with the Senior Leadership Team to coach/mentor staff to develop their understanding of curriculum and learning based on areas of development identified through performance management.
	To provide for the well-being, involvement, emotional, spiritual, 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 and through performance management systems.
	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, the local church, Diocese, 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 reports to the governing body on the impact of the work of the school as required to inform their role.
	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 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.