

Assistant Headteacher

Recruitment Pack



NEAT Academy Trust Registered Office, 1 Hedley Court,
Orion Business Park, North Shields, Tyne and Wear NE29 7ST

Trust telephone: 0191 2284090

Trust website: www.neat.org.uk

School telephone: 0191 2655737

School website:



Message from the CEO, NEAT Academy Trust

Thank you for your interest in finding out more about the role of Assistant Headteacher at Walkergate Community Primary School. Within this pack, we will tell you more about our trust, the role and the person we are looking for.

I wanted to take this opportunity to personally tell you a little more about our trust and our future ambition as we enter an exciting phase of growth. Our trust is built on the belief that every child can be successful. In collaboration with leaders across the trust, we have developed a unique curriculum offer that provides a whole range of experiences, essential to developing key skills for life. Quality learning and teaching is supported by an innovative appraisal system based on the values of the organisation allowing us to celebrate how our colleagues work, alongside recognising the impact they are having. Underpinning all of our work is evidence-based research, led by our very own Research School.

If you have ambition for all learners, if you believe inclusion and equality for all is at the heart of great learning, if you believe in a values-based approach to leadership and if you embrace evidence-based research, then we are the trust for you.

In return, we can guarantee you will have opportunity and support to make the biggest difference to young learners within Walkergate and the wider trust. We look forward to receiving your application.



Debi Bailey, CEO

Message from our Headteacher

We are delighted that you have shown an interest in the role of Assistant Headteacher (Early Years) at Walkergate Community School. Walkergate is forward thinking and determined to provide a curriculum to meet the needs of all our children.

We believe that every child deserves to reach their personal best. All of our colleagues are relentlessly ambitious and consistently aim for outstanding outcomes in all aspects of our schools' work, ensuring pupils are ready for the ever-changing world we live in.

Our pupils enjoy an engaging curriculum that's filled with real-life experiences which foster self awareness, teamwork and positivity to succeed. We actively promote a culture of belonging, care and resilience where pupils feel safe and encouraged to solve problems, think creatively and express their opinions.

At our Early Years site, all pupils learn outside and in the classroom. Reading is at the heart of our curriculum, with books providing the stimulus for the learning and activities that our children enjoy. We enhance these through educational visits and visitors to school that provide purposeful and memorable experiences.

I'd like to take this opportunity to thank you for your interest in our school and for the position of Assistant Headteacher at Walkergate Community School. We look forward to receiving your application. In the meantime, if you would like to arrange an informal discussion about the role or a visit to the school, details on how to get in touch are in the advert.



Dan Nelson, Headteacher

About NEAT

Our trust was established in 2017 and currently consists of five primary and two secondary schools located in Newcastle upon Tyne, North Shields and Hartlepool.



We are a “mixed” multi academy trust as we have two Church of England schools and five schools without a religious character. The trust is set up to ensure each school preserves its particular status. We work in partnership with the Joint Education Team for the Dioceses of Durham and Newcastle to ensure the trust has effective governance arrangements and on strategic matters that particularly affect our Church schools.

Newcastle Research School at Walkergate has been selected by the Education Endowment Foundation (EEF) and the Institute for Effective Education to be part of their nationwide network of research schools.

Four of our schools are currently judged “Good” by Ofsted and we continue to strive for improved outcomes for all our pupils and prepare them for life after school.



3,250+ pupils



£24 million budget



500+ staff

About NEAT

Making a difference

Each school is encouraged to have its own ethos and character but to work collectively as one trust to achieve our shared purpose, vision and strategic priorities.

Our Shared Purpose

We exist to nurture, educate, achieve and transform together.

Nurture

We support and challenge to enable growth.

Educate

We prepare successful, lifelong learners.

Achieve

We strive to be the best we can be.

Transform

We provide experiences and opportunities that enrich and empower.



Our Vision 2021-26

We are one trust working with partners to grow potential.

Our Governance

The trust is a charitable company. We have a strong and effective Board of Directors, who are also the charity's trustees. The Board of Directors delegates the operational running of the trust to the CEO. Headteachers also have a role in making decisions. Each school's Local Governing Committee provides an important scrutiny and evaluation role at local level to provide assurance to the Board about the quality of education and the quality of care provided for pupils, and to engage with stakeholders including parents and carers.

Find out more

The NEAT Academy Trust YouTube channel has a welcome video so you can see our trust in action and find out more about us with this QR code:



NEAT values

Our values are the behaviours that will enable us to achieve our shared purpose and deliver our vision:



Our commitment to equality, diversity and inclusion

We are committed to advancing equality, diversity and inclusion within NEAT and in our relationships with partner organisations, suppliers and contractors. Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential. Diversity is about recognising and valuing difference in its broadest sense. Inclusion enables everyone to have a sense of belonging. All of these are at the heart of our inclusive approach as an employer and education provider.

We seek to attract and retain a progressive and diverse workforce and aim to provide a stimulating, rewarding and dynamic working environment where all colleagues can thrive, develop and fulfil their aspirations.

About Walkergate Community School

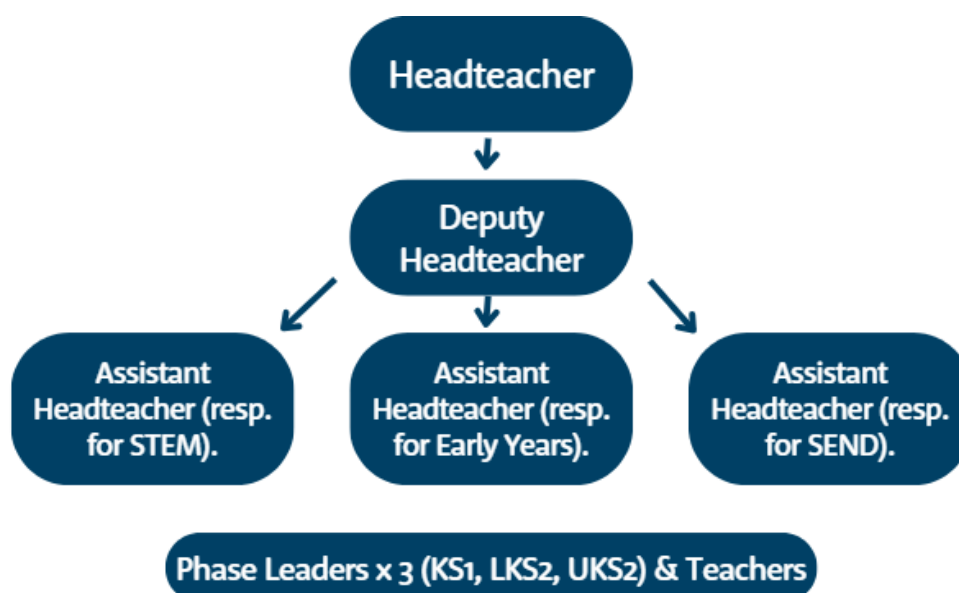
Walkergate Community School is a large primary school based over 2 sites in the east end of Newcastle. The school was awarded teaching school status in July 2017 and Research School status in 2019 on behalf of the trust.

We currently have 660 pupils aged from 2 to 11 with 3 classes in each year group. In 2020 Ofsted rated us as 'Good' and children told the Ofsted team 'that staff are always 'looking after [us] and looking out for [us]'.



There is a free breakfast club on both sites for children in reception and years 1 – 6. After school, we offer a range of clubs for years 1 – 6 which are always popular and our school participates in a wide range of sporting activities and competitions. At the heart of our work is a focus on quality first teaching.

Our school motto is 'Together we make a difference'. We are dedicated to working with children, parents and families to ensure that all Walkergate children achieve their very best in everything they do in a safe, happy and nurturing environment.



The advert

Assistant Headteacher, Walkergate Community Primary School **Leadership Pay Range L4 – L8 £50,807 - £56,082 per annum** To start September 2024

We are seeking to appoint an Assistant Headteacher who can help lead in an inclusive and innovative way, to join our Senior Leadership Team from September 2024. You will lead and manage the learning within our Early Year's site, developing a curriculum that's aspirational for all learners in a safe and inclusive environment.

Our aim is to provide an inspiring teaching and learning experience, where children feel a sense of belonging with caring relationships at its heart. If this is something that resonates with you, then please come and join us.

We are looking to appoint an Assistant Headteacher who:

- Is an experienced and outstanding classroom practitioner with consistently high expectations for children's achievement, behaviour and personal development.
- Will be confident in planning, assessing and target setting to meet the needs of all children.
- Has proven leadership skills and experience of coaching, supporting and working to improve teaching and learning.
- Has a proven track record of making whole school improvement.
- Is fully committed to working collaboratively and be an active, dedicated member of our team, to drive and lead school improvement.
- Is able to actively show initiative and work independently, with excellent organisational and interpersonal skills.
- Is enthusiastic, flexible and committed to raising standards of attainment and achievement for all children.

Walkergate Community School is at the heart of our proud community and is one of seven primary and secondary schools within the NEAT Academy Trust family of schools. At the heart of our trust is the aim to nurture, educate, achieve and transform the lives of all young people within the communities we serve across the North East.

Our school is a large primary school based across 2 sites in the east end of Newcastle. We currently have 660 pupils aged from 2 to 11 and in 2020 Ofsted rated the school as 'Good'. Our school motto is 'Together we make a difference' and staff are dedicated to working with children, parents and families to ensure that all Walkergate children achieve their very best in everything they do in a safe, happy and nurturing environment.

The school was awarded teaching school status in July 2017 and Research School status in 2019. The Research School sits within the trust and has a designated lead, with the research school work being integral to the development of quality first teaching across the trust, alongside the regional and national work it undertakes.

In return we offer:

- Great opportunities for continuing professional development and a career pathway across the trust.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- The benefit of working in a highly collaborative multi academy trust.
- Membership of the Teachers' Pension Scheme which the trust also contributes to on your behalf.
- Recognition of previous service with other schools, academies, local government etc.
- Access to an Employee Assistance Programme (EAP), delivered by Health Assured – the UK and Irelands leading wellbeing provider.
- Good public transport links via Tyne and Wear Metro and road links from the A19 and A1058 Coast Road.

Interested in finding out more about this unique opportunity? We would welcome school visits from potential candidates on Monday 22nd or Thursday 25th April at 4pm. Please get in touch with Kelly Stockill, School Business Manager, at k.stockill@neat.org.uk or 0191 265 5737 to arrange a visit or for an informal discussion with our Headteacher, Dan Nelson.

Interested in applying? If you share our passion and believe you can make a difference, please read the accompanying job description and person specification and complete an application form by clicking 'apply now' no later than midnight on Sunday 5th May 2024.

Expected interview date -

NEAT is committed to safer recruitment practice and promoting the welfare of children and expects staff and volunteers to share this commitment. This position is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. For shortlisted candidates, we will conduct an online search as part of our screening.

The job description

Job Title:	Assistant Headteacher (Early Years)				
School:	Walkergate Community School				
Date:	April 2024	Status:	Final	Pay Range:	L4 - L8
Responsible to:	Headteacher				
Responsible for:	Designated teachers and support staff				
Job purpose:	<p>As a teacher on the Leadership group pay range, contribute to formulating the aims and objectives of the school, establishing the policies and practice through which they are to be achieved, managing staff and resources and monitoring progress towards their achievement. Within the trust's vision inspire pupils, colleagues, parents, the, stakeholders and the wider community.</p> <p>Key accountabilities: Manage the Early Year's site, learner outcomes for Early Years / and whole school priority as set out in the School Development Plan.</p>				

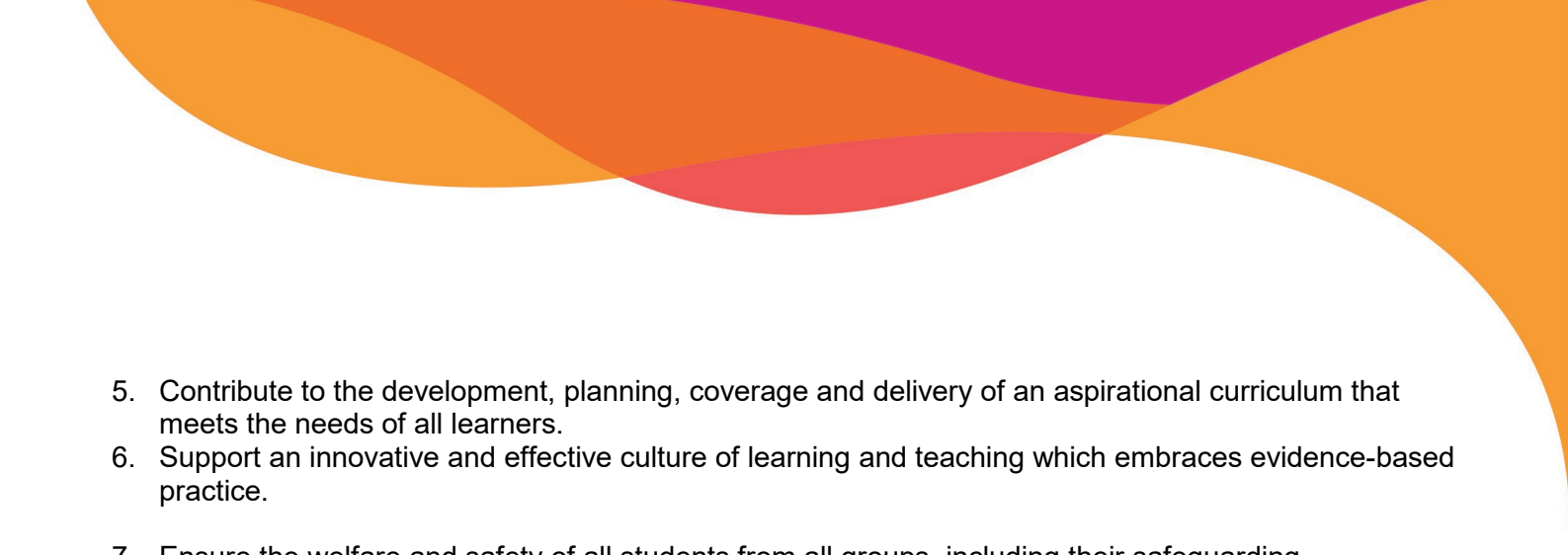
Main responsibilities

The following list is typical of the responsibilities the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Generic responsibilities as Assistant Headteacher

Educational leadership and management


1. Carry out the professional responsibilities of an Assistant Headteacher, in addition to those of a Teacher, as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.
2. Assist in the development, monitoring and evaluation of a robust school improvement plan by taking a lead role in implementing specific objectives.
3. Lead learning within a designated learning phase by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner progress and attainment are met.
4. Lead, develop and enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for all learners.

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5. Contribute to the development, planning, coverage and delivery of an aspirational curriculum that meets the needs of all learners.
 6. Support an innovative and effective culture of learning and teaching which embraces evidence-based practice.
 7. Ensure the welfare and safety of all students from all groups, including their safeguarding.
 8. Where required, act as Deputy Designated Safeguarding Lead, providing advice and support to staff, liaising with the local authority and working with other agencies to ensure safeguarding issues are dealt with promptly and effectively.
 9. Contribute to the monitoring and development of SEN pupils to ensure suitable opportunities are provided for learner's aspirations to be met.
 10. Lead the implementation and the maintenance of the positive behaviour systems of the school.
 11. Support the designated person in taking responsibility for safeguarding concerns, providing advice and support to staff, liaising with the local authority and working with other agencies to ensure concerns are dealt with promptly and effectively.

Strategic leadership and management

12. Work with the Headteacher, as a member of the Senior Leadership Team, and with stakeholders to develop a positive ethos and culture, leading on specific school priorities.
13. Develop and maintain the values of NEAT.
14. Contribute professionally to the broader NEAT agenda including the development and delivery of strategic plans and priorities.

People leadership and management

15. Line manage a number of staff including the effective recruitment, appraisal and development of its members in order that the team's objectives are achieved.
 16. Develop an ethos within the school which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
 17. Facilitate a climate of reflective practice and professional development that enables all staff to achieve their best. Participate in, and where appropriate, lead staff training and development and continuous professional development. Contribute to and participate in shared CPD arrangements across NEAT.
 18. Assist the headteacher in the management, organisation and running of the school, including contributing to the development and implementation of school aims/ objectives, procedures, policies and practices, planning timetables and managing physical resources.
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Parental, community and sector engagement

- 19. Develop strong and effective partnerships with parents.
- 20. Develop a thriving sense of school community to include present, past and future pupils, local community and parents.
- 21. Create proactive links with the community including, for example, businesses, feeder schools, other local schools, local community groups and religious organisations.
- 22. Take an active role in developing networks across the education sector including other primary schools and multi academy trusts.

Trust responsibilities

- 23. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 24. Promote and implement the trust's equality policy in all aspects of employment and service delivery.
- 25. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 26. Work to promote the vision and values of the trust.
- 27. Participate in appraisal, training and development and other activities that contribute to performance management.
- 28. Attend and participate in regular team and 1:1 meetings.

The person specification

JOB TITLE:	Assistant Headteacher (Early Years)
DATE:	April 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Qualified teacher status.	E	✓			✓
2. Evidence of personal commitment to lifelong learning.	E	✓		✓	
3. Current knowledge and understanding of national and local education policy, curriculum and management issues relating to Early Years and whole school priorities.	E	✓		✓	
4. Thorough understanding of how young people learn particularly from pre-school to KS1 and the core features of effective curriculum planning, delivery and assessment.	E		✓	✓	
5. National Professional Qualification for Senior Leaders (NPQSL) or other post-qualification educational leadership/management qualification e.g. MEd.	D	✓			✓
6. SENCO qualification or equivalent demonstratable experience.	D	✓		✓	✓
7. Knowledge and experience of the new Early Years framework.	E	✓		✓	
Experience					
8. Demonstrable experience teaching in Early Years to improve pupil outcomes.	E	✓		✓	

9. Experience of monitoring and evaluating teaching/learning, analysing data and target setting.	E	✓	✓	✓	
10. Experience of working with stakeholders, parents and the community.	E	✓		✓	
11. Demonstrable leadership experience, including evidence of developing and coaching colleagues.	E	✓		✓	
12. Able to demonstrate holding colleagues to account.	D	✓		✓	
13. Experience of contributing to whole school improvement.	E	✓		✓	
14. Experience contributing to leadership and management in a primary school and managing a core subject.	D	✓		✓	
15. Experience teaching in KS1 and KS2 to improve pupil outcomes.	D	✓		✓	
Skills and competencies					
16. Models good practice and leads by example with integrity, positivity, creativity, resilience and clarity.	E	✓	✓	✓	
17. Demands ambitious standards and high expectations for all pupils to overcome disadvantage and advance equality.	E	✓	✓	✓	
18. Ability to work independently; showing initiative and organisational skills.	E	✓		✓	
19. Support a culture of self-evaluation and demonstrate commitment, engagement, and involvement in the school development planning process.	E	✓	✓	✓	
20. Personal drive to effectively plan workload and set priorities for self and others.	E	✓	✓		
21. Team leader who effectively manages own behaviour and relationships with others to provide appropriate support and challenge.	E		✓	✓	
22. Excellent oracy and communication skills that are effective for a range of audiences, including how best to approach difficult or sensitive issues.	E	✓	✓	✓	

23. Committed to working with other professionals to champion best practice and secure excellent outcomes for all pupils.	E	✓	✓	✓	
24. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
Other					
25. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
26. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
27. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	

Working within NEAT



Personal Wellbeing

Occupational Health Services to ensure our employees are safe and well in the workplace.

A wellbeing charter based on the DfE model developed from our staff voice and surveys led by our engagement leads.

Access to free eye tests for DSE users.

Access to an employee assistance programme (EAP) delivered by Health Assured.

Mental health trained leads in each of our schools.



Diversity and Inclusion

We are a disability confident employer.

We recognise and work in partnership with Trade Unions.

We run staff engagement surveys and forums.

We use relational approaches to help foster a sense of belonging.



Being Active

Cycle to work scheme offering savings on a range of bikes and safety equipment via salary sacrifice.



Financial Wellbeing

External websites offering discounts for anyone working in education such as Teacher Perks and Discounts for Teachers. Generous pension schemes through the Teachers and Local Government Pension Schemes.

We are a Living Wage employer, everyone working at NEAT Academy Trust receives a minimum hourly rate of £12 an hour.



Work-life Balance

Opportunities for flexible working.

25 days of annual leave per annum, plus public holidays. Rising to 29 days after 5 years of service for all full year support staff.

Granted paid time off for personal circumstances such as bereavement, public duties and much more.



Continuous Professional Development

An annual whole trust training day giving the opportunity to collaborate with colleagues across the Trust.

A research school providing opportunities to work with other schools to use evidence-based programmes and practices.



Family Friendly

We offer family friendly schemes such as maternity, paternity, adoption and shared parental and emergency dependant leave.



A Rewarding and Collaborative Culture

The opportunity to make a difference in an organisation with strong governance.

Act as a role model for young people.

Collaborate with colleagues who embrace networking in an outward facing trust of schools.

Living in North East England

You can reach our stunning coastline within minutes of leaving Newcastle's bustling city centre. Our region proudly hosts the world's largest half marathon and you'll find world-class sport in iconic venues, live music venues, theatres that attract Broadway shows, child-friendly museums, Michelin star dining and art galleries. Whilst nearby Northumberland countryside is renowned for its rugged beauty. With affordable house prices, the North-East offers an enviable quality of life. You can find out more about our vibrant region and the pride we have for our passionate city here: <https://www.visitnortheastengland.com/>



NEAT's commitment to safeguarding children and young people

The trust and our schools are highly committed to safeguarding and promoting the welfare of children and young people.

We want to ensure candidates support this commitment. During the recruitment process we ask all applicants to tell us in confidence about any criminal convictions they have. This does not mean that you cannot work for NEAT if you have a criminal conviction as we will consider the age of the conviction, whether it is relevant to the job you applied for and any mitigating factors before making a decision. The successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS).

You should also expect that we will explore at interview any gaps in your employment history, why you want to work with children and young people and if you are able to keep them safe from harm. We also request information about your suitability to work with children from your referees, one of which must be your current or last employer.



Applying for this vacancy

If you share our passion and believe you can make a difference at Walkergate Community School, please read the job description and person specification for the post thoroughly before completing an online application form through North East Jobs. Your completed application form must be submitted by midnight on Sunday 5th May 2024. Please note that we do not accept CVs.