



# **Newchurch Primary School**

**Newchurch will give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society**

## **Head Teacher Application Pack & Information for Candidates**





## Welcome to Newchurch Primary School

Thank you for considering Newchurch Primary School, we hope that this information will be a helpful resource for you to use when completing your application. This pack contains:

- A welcome letter from our Chair of Governors
- Our school Mission & Ethos
- Our Values & what our children want from our Head Teacher
- Head Teacher Job Description & Key Responsibilities
- Head Teacher Person Specification
- Professional Competencies Assessment
- Completing your application form, key dates, background checks and safeguarding

Newchurch Community Primary School  
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Dear Applicant,

Thank you for your interest in the role of Head Teacher at Newchurch Community Primary School. The Governors are seeking an inspirational and dynamic leader with vision, passion and drive who is ambitious for our pupils, our staff and our school community and who can continue to lead us from good to outstanding.

The six core values at Newchurch School, which are supported throughout the curriculum, are Respect, Resilience, Reciprocity, Resourcefulness, Responsibility and Reflectiveness. We recognise these as the basis of our relationships with each other, with the local community and with the world around us and they support our school mission statement of 'Preparing to Fly'. It is our belief that when our children leave to go to high school they take with them a love of learning, a curiosity about the world, the ability to care about others and a confidence that they will succeed.

We are a school which has a sense of community and belonging; pupils, staff, families and governors work together with one aim, to make the school the best it can be. Newchurch has established itself with a reputation as a school which achieves high standards whilst developing confident and happy citizens for the future. The successful candidate will need to support this and continue to develop systems to ensure that partnerships remain strong and effective and all our children achieve the very best outcomes.

We are more than delighted to receive applications from those with proven leadership skills who are aspiring to headship as well as those with previous headship experience. I hope that you find the candidate pack useful and informative and I am looking forward to meeting you when you visit, please see the dates when we have scheduled visits and book this directly with our School Office Team.

With regards

Jean Williams  
Chair of Governors



# Newchurch Primary School

## Our Mission & Ethos

At Newchurch we are very proud and passionate about our school. As a successful and nurturing school, we are confident that you will see that our school puts children's learning and wellbeing at the heart of everything that we do. We are a warm school with a strong family ethos. 'Preparing to Fly' is our school motto derived from our mission at Newchurch to give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society.

The caring, happy and positive ethos at Newchurch Primary is always recognised and praised by external visitors and a recent school review highlighted that "Newchurch children are polite, co-operative, confident, extremely articulate and enthusiastic" combined with "the school's work to promote pupils' personal development and welfare has many outstanding aspects". Source: Barbara Dutton Educational Consultancy Ltd - December 2018.

We are a one form entry LA maintained school with a strong team of highly committed teaching staff. We have excellent relationships with our parents and the wider local community, particularly our local high school and we work in partnership with them on projects which benefit our children and the wider community. The school is fortunate to be set in extensive grounds which are used to provide our children with lots of opportunities to learn outdoors, engage in a wide variety of sporting activities and in realising our vision of becoming a forest school. We have an engaging, rich and balanced curriculum and we are proud to have been awarded various awards such as Artsmark, International School Award, Music Ambassador, Music Mark, PE Quality Mark and Primary Science Mark alongside our Leading Parent Partnership Award. We have a strong partnership with ten other local schools as part of our collective Collaborative Learning group.

The school is based in the leafy well-appointed village of Culcheth in rural north Cheshire, mid-way between Manchester and Liverpool. It is ideally located within an easy network of motorways and major roads.



## Newchurch Primary School

Our school six core values are:

Respect, Resilience, Reciprocity, Resourcefulness,  
Responsibility and Reflectiveness

What our children say they want from our Head Teacher:



# Newchurch Primary School

## Head Teacher Job Description and Key Responsibilities

**Position:** Head Teacher

**Reporting to:** The Governing Body

**Pay Range:** L13-19

**Type of School:** Local Authority Maintained - Group 2

**Main Purpose:** To provide professional leadership, in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document and the *National Standards of Excellence for Headteachers*, to secure the school's success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

### **MAIN TASKS**

#### **Strategic direction and development of the school:**

- Provide inspiring and purposeful leadership for the staff and pupils.
- To work in partnership with the governing body, staff and parents generating the ethos and values which will underpin the school.
- To translate the educational vision and direction for the school into a Development Plan and implement this successfully to secure continuous school improvement through effective teaching, successful learning and sustainable high standards.
- To monitor and evaluate the performance of the school, respond with appropriate actions, and report to the governing body as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school data and reflect best practice.

- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To lead by example and model best practice regarding professional conduct, workload and personal development.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for pupils.

### **Teaching and learning:**

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning, high standards of achievement, good behaviour and a passion for learning.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn with optimum effectiveness and with increasing independence.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extra-curricular activities in accordance with the educational aims of the school.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Communicate the school's vision compellingly and drive strategic leadership.
- Seek training and continuing professional development to meet own needs.

### **Leading and managing staff:**

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Head Teacher.
- Ensure that a deputy Head Teacher or suitable person, assumes responsibility for the discharge of the Head Teacher's function at any time when absent from school.
- Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

**Efficient and effective deployment of staff and resources:**

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Support strategic, curriculum-led financial planning and set appropriate priorities for expenditure to ensure effective use of budgets and resources.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.



- Support the distribution of leadership throughout the school, creating an ethos within which all staff are motivated and supported to develop their skills and knowledge.

### **Accountability:**

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Governing Body.

### **Safeguarding Children & Safer Recruitment:**

- The Head Teacher will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct. The Head Teacher will also ensure and expect all staff and volunteers to share this commitment.

### **Actions: The Head Teacher should ensure that:**

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
- Please note that this is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the Head Teacher will carry out. The Head Teacher may be required to do other duties appropriate to the level of the role.



# Newchurch Primary School

## Head Teacher Person Specification

The person specification below shows the key abilities and skills that we are looking for in our new Head Teacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge of and understanding of each area combined with evidence of having applied (or awareness of how to apply) this knowledge and understanding.

<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status	E	
Further relevant professional / academic study and evidence of continuous professional development	E	
Proven strong, successful senior leadership and management experience in a primary school	E	
National professional qualification for headship (NPQH)		D
Recent leadership through an OFSTED inspection		D
<b>Shaping The Future</b>	<b>Essential</b>	<b>Desirable</b>
The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole school community	E	
Evidence of successfully implementing, managing and evaluating change in a collaborative way	E	
The ability to build on current strengths and initiatives and ensure a smooth transition that delivers continuous improvement	E	
A clear understanding of and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new approaches /technologies which are relevant to teaching and learning	E	
A belief in the importance of professional collaboration with others within and beyond school	E	
<b>Pupils &amp; Staff</b>	<b>Essential</b>	<b>Desirable</b>

Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning	E	
Significant experience in evaluating and using data to plan and improve pupil performance	E	
A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching is central to the school's work	E	
A commitment to valuing, supporting and encouraging the professional development of all staff members	E	
The ability to lead by example and model best practice	E	
<b>Systems &amp; Processes</b>	<b>Essential</b>	<b>Desirable</b>
An understanding of how to create whole school accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children		D
Strong financial planning and management skills, with experience of making effective use of resources including SEND support and Pupil Premium		D
A clear understanding of and commitment to promoting and safeguarding the welfare of children	E	
<b>Strengthening Community</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their prospective roles to the highest standard and for all staff to work effectively together to deliver school improvement	E	
A commitment to building and maintaining effective and positive relationships with parents, carers, governors, the wider community and other schools	E	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education young people's lives	E	
Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents	E	
The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level	E	
The ability to manage time well and work under pressure to deadlines	E	



# Newchurch Primary School

## Head Teacher Competencies Assessment

Describe briefly your professional competence in each of the following areas. You are not expected to have developed experience and skills in all of these areas. It is acceptable to use the same example in different sections although your response would be targeted to the specific criteria in each case. Please be honest in your self-assessment and provide evidence of impact where possible. 0-1=no/ limited experience, 2-3=area for development and 4-5=good knowledge / area of expertise.

Skills / Experience	Competence 0-5	Evidence (max 100 words per answer)
Leading Teaching and Learning		
Leading a team		
Contributing to the strategic vision of your school		
Contributing to whole school self-evaluation		
Target setting and academic monitoring		
Supporting and promoting the school ethos and culture		
Delivering Continuous Professional Development (CPD)		
Leading a successful project / initiative		
Recruitment of staff		
Performance Management		
Developing others		
Pastoral support		
Safeguarding		
Securing value for money		
Any other skills / experience (max. 200 words)		

# Newchurch Primary School

## Completing your application form & key dates:

Activity	Key Date
Afternoon 1.30pm candidate visits to our school	Wednesday 27 <sup>th</sup> February
Morning 9.30am candidate visits to our school	Thursday 7 <sup>th</sup> March
Afternoon 1.30pm candidate visits to our school	Tuesday 12 <sup>th</sup> March
Morning 9.30am candidate visits our school	Wednesday 13 <sup>th</sup> March
<b>Closing date for applications</b>	<b>Monday 18<sup>th</sup> March (midday)</b>
Shortlisting	Monday 25 <sup>th</sup> March
Day 1: Assessment Centre	Thursday 4 <sup>th</sup> April
Day 2: Assessment Centre	Friday 5 <sup>th</sup> April

**School Visits:** we warmly welcome and encourage visits to our school before you submit an application. If you would like to visit our school on one of the suggested dates above, please contact our School Office on 01925 763 427 or email: [Newchurch.Primary.BusinessManager@warrington.gov.uk](mailto:Newchurch.Primary.BusinessManager@warrington.gov.uk)

**Application Process:** please download, complete and return the application form and professional competencies assessment by the closing date. Candidates are asked to complete all relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. **Closing date for applications is midday on Monday 18<sup>th</sup> March 2019.** Please ensure that you provide an up to date email address with your application as we often contact candidates electronically rather than by post. The completed application form and professional competencies assessment should be emailed to [Newchurch.Primary.BusinessManager@warrington.gov.uk](mailto:Newchurch.Primary.BusinessManager@warrington.gov.uk) or posted to: School Business Manager, Newchurch Primary School, Glebeland, Culcheth, Warrington, WA3 4DX.

Please note that we will acknowledge your application when received and will contact you by 27<sup>th</sup> March if you have been selected for interview. For additional information about our school, please visit our website at: [www.newchurchprimary.co.uk](http://www.newchurchprimary.co.uk) Our Data Protection Officer is Sara Lawrenson.

**Background Checks & Safeguarding:** Newchurch Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment as per statutory legislative requirements of 'Keeping Children Safe in Education – September 2018'. The position advertised is subject to safer recruitment checks, Enhanced Disclosure and Barring Services Check, medical clearance, satisfactory references, qualifications check and eligibility to work checks under the Asylum and Immigration Act.

**Thank you for considering Newchurch Primary School and we look forward to receiving your application.**