



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

Deputy 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 & Values
- Deputy Head Teacher Job Description & Key Responsibilities
- Deputy Head Teacher Person Specification
- Completing your application form, key dates, background checks and safeguarding

Newchurch Community Primary School
Glebeland
Culcheth
Warrington
WA3 4DX



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Headteacher: Mrs S Lawrenson

Dear Applicant,

Thank you for your interest in the role of Deputy Head Teacher at Newchurch Community Primary School. The Governors are seeking to appoint an outstanding teacher with proven leadership experience who is looking to develop their strategic skills.

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 is 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 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 deputy headship as well as those with previous deputy 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 & Values

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 190 pupils and 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

Deputy Head Teacher Job Description and Key Responsibilities

Position: Deputy Head

Pay Range: Group 2 School ISR L7-L11

Reporting to: Head Teacher

Main Purpose: To work in partnership with the Headteacher to provide professional leadership for the school which secures its success and improvement. Support the Headteacher in ensuring an environment for learning and teaching that empowers both staff and pupils to achieve their highest potential as described in our mission statement: This post is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers' Pay and Conditions document, the relevant teacher and leadership standards and any other current educational and employment legislation.

Areas of Responsibility and Key Tasks (in addition to the requirements of a class teacher)

Teaching and Learning

To:

- Develop and promote a learning environment and teaching practice which secures effective learning across the breadth of the national curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement and behaviour.
- Work in partnership with the Headteacher to plan a curriculum appropriate to the needs of all pupils within the school. This should take into account the needs, aptitudes and stages of development of the pupils, the statutory requirements of the National curriculum and the opportunities that are available through the school's extra-curricular activities, community links and school environment.
- Promote an appropriate learning environment in order to enable effective curriculum delivery.

- Work in partnership with the Headteacher to monitor, evaluate standards of teaching and learning, curriculum and assessment.
- Take responsibility for the development and monitoring of a curriculum area or whole school curriculum aspect depending on the current needs of the school and as agreed with the Headteacher.

Pastoral and Curriculum

To:

- Promote an ethos of inclusion for all pupils.
- Liaise with local schools to develop curriculum and pastoral links with neighbouring secondary schools.
- Develop and operate an extra-curricular programme which promotes the development of the whole child.
- Ensure that parents are well informed about the school curriculum, its targets children's attainment and their part in the process of improvement.
- Facilitate provision of mentoring and coaching programmes for teaching staff where appropriate.
- Develop and enhance whole school procedures for regular review and assessment of children's progress as a way to enhance the quality of education, raise standards and meet statutory requirements including the analysis of data to maximise pupil progress and achievement.
- Support the creation and implementation of the school improvement plan within the national and local context, and take sole responsibility for appropriately delegated aspects of it.
- Plan, monitor, evaluate school development in relation to the targets set and the school improvement plan as delegated by the Headteacher.

Leadership

To:

- Lead by example:
- To encourage and promote high standards of behaviour among the pupils by the use of the schools structured behaviour policy based on self discipline and respect for others.
- To work in partnership with the Headteacher to work with staff and Governing body to determine the vision and the strategic direction for Newchurch Primary school.
- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation
- Promote positive relationships with parents/carers of all pupils in the school, seeking to involve them in the various aspects of school life.
- Support the Headteacher in the implementation of the school's performance management policy.

- Support the Headteacher in ensuring that the school plays an active role in the wider community.
- Work with outside agencies in the promotion and delivery of school and community initiatives in partnership with the Headteacher.
- To maintain effective working relationships with external agencies and the local authority and other providers associated with the school.
- Support the Headteacher in creating and implementing a strategic plan through the SEF, underpinned by sound financial planning, which identifies priorities and targets for school improvement.

Management and Administration

To:

- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience, ensuring that all staff have a clear understanding of their roles and responsibilities.
- To allocate, control and account for those financial and material resources as delegated by the Headteacher.
- Contribute to arrangements for security and effective supervision of the school buildings, contents and grounds including aspects of health and safety.
- Manage the school effectively in the absence of the Headteacher.
- Work with the Headteacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
- Promote and safeguard the welfare of children and young people they are responsible for, or come into contact with.

Safeguarding Children & Safer Recruitment:

- The Deputy 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 Deputy Headteacher will also ensure and expect all staff and volunteers to share this commitment.



Newchurch Primary School

Deputy Head Teacher Person Specification

The person specification below shows the key abilities and skills that we are looking for in our new Deputy Headteacher. 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.

Personal Attributes	Essential / Desirable	How it will be Identified?
<ul style="list-style-type: none"> Qualifications: recognised teaching qualification, degree or equivalent Recent personal and professional development 	<p>E</p> <p>E</p>	<p>Application Form</p>
Experience <ul style="list-style-type: none"> Experience of working in more than one school. Experience of leading a major curriculum area in a creative way resulting in high standards Experience of working with a wide range of abilities including G&T and SEN Proven successful teaching experience throughout the 4 -11 age range Experience of working with outside agencies / involvement in wider initiatives including the community Experience of teaching across key stages Experience of monitoring and evaluating Teaching and Learning Experience of improving the standards of learning and teaching through the use of pupil performance data 	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form/ Selection Procedure/ Interview</p>
Knowledge and Skills <ul style="list-style-type: none"> To think strategically and support the Head teacher in building and communicating a coherent vision Excellent interpersonal skills A working knowledge of effective inclusive practice Involvement of school improvement planning Knowledge of self-evaluation processes Has up to date knowledge of safeguarding practices 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form/ Selection Procedure/ Interview/ References</p>

<ul style="list-style-type: none"> • Sound knowledge of the role of ICT in teaching and learning across the curriculum • Knowledge of current developments in education in relation to curriculum and assessment 	E E	
Personal Attributes <ul style="list-style-type: none"> • Positive leadership qualities coupled with an enthusiastic team approach to management. • Able to uphold the caring community ethos of the school and its teamwork approach. • Able to maintain and further develop existing good links with parents and the local community. • Ability to relate to people at all levels and good communication skills • A self confident person with an engaging personality who can maintain the warm, caring, child centred approach that currently exists within the leadership of the school. • Caring and understanding approach • Present a good role model for pupils and staff • To work in partnership with enthusiastic, proactive governors and colleagues in the best interest of the school • Someone who is sensitive and perceptive to the school climate. 	E E E E E E E E E	Application Form/ Selection Procedure/ Interview/ References
Interest/Motivation/Commitment <ul style="list-style-type: none"> • Imaginative approach to community involvement • Commitment to equality of opportunity and inclusion • Promote and support an enriched curriculum including educational visits, extra-curricular activities 	E E E	Application Form/ Interview
Confidential References and Reports Written references will be requested to confirm experiences, professional and personal knowledge, skills and abilities. Proof of qualifications will be required at interview There must be a positive recommendation from your current employer and a satisfactory health and attendance record.		

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Completing your application form & key dates:

Activity	Key Date
Afternoon 1.30pm candidate visit to our school	Thursday 2 nd May
After school candidate visit to our school at 3.45pm	Thursday 2 nd May
Closing date for applications	Thursday 9th May (midday)
Shortlisting	Tuesday 14 th May
Lesson Observations	Tuesday 21 st May
Interviews	Wednesday 22 nd May

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

Application Process: please download, complete and return the application form 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 Thursday 9th May 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 should be emailed to 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 X May 2019 if you have been selected for interview. For additional information about school, please visit our website at: www.newchurchprimary.co.uk

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.