



Head Teacher Application Pack

"A Stepping Stone into the Future"

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Welcome

On behalf of the ONE (Owl North East) Trust Board of Trustees and Local Governors, we would like to thank you for your interest in the role of Headteacher at West Denton Primary School. Your interest in this role coincides with an exciting phase in our development following the recent establishment of our multi-academy trust in January 2024. We hope that after reading the contents of this pack, you will feel inspired to take your interest further and arrange a visit to see the work of the school for yourself.

All members of the ONE Trust are committed to providing the very best opportunities for every young person we educate, in order for them to achieve their potential. Our mission is 'ONE Trust, One vision, Ambition for all', and we firmly believe in this, regardless of background, need or life challenges. Central to our vision for education is the dedication to build a shared learning environment in which all children, staff and parents can discover their talents and develop a passion for learning that endures throughout their life.

As a school within a multi-academy trust, we have a strong sense of moral purpose, which helps to create an environment within which all leaders take collective responsibility for the learning and success of all pupils in our care. We promote a culture in which we actively share and promote the very best practice.

We are committed to supporting and learning from the education community in Newcastle and the wider region, and fully contribute to system leadership for the benefit of the communities we serve.

We are looking for a Headteacher who shares this commitment and holds values to support making our ambitious goals a reality. We are seeking someone who has a commitment to collaboration and will have an unremitting focus on high-quality learning, teaching and leadership which is required to support the school on its onward journey.

This candidate brief provides some background information about the role, the ONE Trust and our school, and we very much hope these opportunities and goals will excite you and lead to you submitting an application.



Helen Richardson
Chair of Board of Trustees

Joanne Lockey
Chair of Local Governing Body



Job Advert

Following the retirement of our current Headteacher, the ONE Trust is seeking to appoint an ambitious leader who can demonstrate outstanding practice and provide strategic, innovative and creative direction in order to raise standards and ensure the very best for every child and family in the community.

West Denton Primary is a larger than average primary school with 330 pupils, based in the Outer West of Newcastle. The school has been part of the ONE (Owl North East) Trust since January 2024.

The successful candidate will work in partnership with the Trust and the Local Governing Body to lead and shape the future of the school, uphold and maintain the strong ethos and values established, and harness the skills and enthusiasm of all staff and pupils.

In return, the appointed Headteacher will work with an experienced and dedicated staff team to build on the continued successes and achievements of the school, including the extensive outdoor learning provision. The successful candidate will also benefit from the strong and extensive network of support from other Headteachers and leaders within the Trust.



About Our School

At West Denton Primary School (WDPS) we hope that every child, staff member and governor will come to regard the school as their school, feeling part of our whole school community. We believe it is important to create the best environment so that each child can develop their many talents to the full.

We are passionate about giving all children the best start to their educational journey with the opportunity to be creative individuals who evolve high-level thinking skills so that they can thrive in life and make valuable contributions to society.

We believe that all children need to be highly literate in order to realise their potential in life. As a school, we encourage all students to develop higher-level reading and writing skills so that they are able to learn quickly, communicate effectively and also celebrate a true passion for the written word.

WDPS students are also well aware of the importance of gaining strong numeracy skills for succeeding in education and in the world of work. In addition to the core subjects, our children are motivated to learn other modern foreign languages. All Key Stage 2 children benefit from a weekly Spanish lesson with a native teacher.

We believe we give our children a strong start in life as we are an innovative community who have developed a range of programmes that are unique for a school. The goal of our curriculum is for children to focus on a combination of academic, personal and international learning. We want our children to enjoy their learning, develop enquiring minds and promote the personal qualities they need to be good citizens in order to succeed in life.

About Our Curriculum

At WDPS we have created the Raising Aspirations Programme (RAP) as we believe that all children need to have positive adult role models in order to help them to achieve their full potential. This is why we invite inspirational speakers in to school - to help our children understand that hard work, perseverance and following your dreams can open doors and pathways in all aspects of life.

WDPS Life Skills Challenge Award (LSCA) Sponsored by the Philanthropist Sir Graham Wylie @SirGWFoundation

At West Denton Primary School (WDPS) we constantly strive to improve the life experiences and opportunities for all our pupils. We have invested heavily in bushcraft and cycling, as modules in the WDPS Life Skills Challenge programme as we strive to provide a wide range of learning experiences to cater for both academic and non-academic future careers.



Allotments and Edible Playgrounds

At WDPS we believe that all children should experience the joy of caring for and harvesting their produce and then enjoy the pleasure of sampling healthy, fresh meals that they have created. We have worked hard to create our own allotment beds and an orchard that the children take pride in caring for.



Life Skills Challenge

We have developed a Life Skills Challenge to encompass our outdoor learning provision, and an Olympics Challenge!



Turing Project

We are delighted to have been able to forge links with a school in Amsterdam, where our children have been lucky enough to visit twice. The school continues to develop links with ttsa.nl and hope to return in 2026.



Our School Community

Our school facilities include wrap-around childcare, as well as Nursery provision for rising threes and three and four year olds. We also have an extensive outdoor and life skills provision, including a cycle track and established links with international schools.

We pride ourselves on being responsive to the community we serve, and the school staff strive to create a happy and successful learning environment for all children who attend the school.

Please look at our school website to find out more. We hope that our 'What Makes Us Special' (Homepage) and 'WDPS Culture' (under 'About Us' tab) will give you a useful overview.

In this next stage of our journey, as part of the ONE (Owl North East) Trust and with a new Headteacher, we hope to build on what makes us unique and successful. We are also excited about opening a new chapter which will help us to further improve as a school, dedicated to improving outcomes for the children and families it serves.



We are looking for a Headteacher who:

- will develop a clear set of aims for the future providing stability and direction
- has an inspirational and inclusive leadership style which will empower and motivate others to reach their full potential
- has a proven track record of high expectations in raising standards
- is committed to our inclusive approach which celebrates cultural, religious, ethnic and linguistic diversity
- has excellent interpersonal and communication skills
- has very high expectations of behaviour and is passionate about children's learning
- will be able to further develop our collaborative, team teaching approach and is able to lead and manage a large team of teaching and support staff
- is able to maintain and strengthen our current links with parents and the wider community
- can effectively deploy resources to maximum effect

We can offer you:

- the opportunity to lead our friendly and hard-working team of staff
- the support of our dedicated team of staff, local governors and Trustees, and work with them in implementing a vision of excellence
- the opportunity to work as part of a positive and caring school ethos
- the opportunity to develop our commitment to distributed leadership and management
- established working relationships with parents and the local community
- the opportunity to work in partnership with other Headteachers and members of our Trust community as part of an extensive network of support
- the opportunity to actively engage in your continued professional development

Job Description

Post Title:	Head Teacher
Pay scale:	Leadership Group range L18-24a
Responsible to:	Chief Executive Officer and the Board of Trustees
Responsible for:	<p>Providing strategic leadership, vision and direction for the development of the school</p> <p>Organising and managing the school and staff team to deliver the highest possible standards in learning and teaching</p>

Job Purpose

- Lead the strategic development of the school
- Lead by example, providing inspiring and purposeful leadership
- Work with the CEO, Trustees, Local Governing Body, staff, pupils, parents and the wider communities to develop, promote and deliver the vision, values and ethos of the school
- Develop, with the CEO and governors of the school, a strategic plan, including agreed objectives and operational plans, priorities and targets for the development of the school
- Deliver the strategic plan, supporting the staff, leading and monitoring progress against the plan
- Identify priorities and targets, ensuring pupils achieve high standards and make progress, increased teacher effectiveness and securing school improvement
- Establish and deliver financial plans
- Ensure that all those involved in the school are committed to their 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

Main Responsibilities 1

The following list is typical of the level of duties, which the head teacher will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Leading teaching and learning

- Ensure that every child receives high quality teaching and learning, and relentlessly drive improvement

Curriculum

- Sustain the innovative curriculum present in school and develop this further to embrace current curricular changes and to reflect the latest educational research
- Develop and implement future curriculum developments and assessment to support and raise attainment for all pupils
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that they meet with statutory requirements and are relevant to the needs of all pupils
- Maintain and develop effective links with the community to extend the curriculum and enhance teaching and learning building on the reputation of the schools in the area

Main Responsibilities 2

Standards and measurement

- Have high expectations, uphold standards and set challenging targets for pupils and staff
- Monitor and evaluate teaching and learning and the standards of pupils' attainment linking this to appraisal process
- Promote excellence using assessment and performance data to challenge and remedy underperformance

Culture, ethos and behaviour

- Determine, organise and implement a policy for the personal, social and moral development of all pupils in the school; to include promotion of British Values
- Maintain an environment and a code of conduct to promote and secure outstanding teaching and learning
- Determine and implement policies which promote:
 - self-discipline
 - regard for authority and the law
 - good conduct and behaviour
 - inclusion and equality of opportunity for all

Main Responsibilities 3

Lead and manage the organisation

- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development
- Lead, motivate, support, challenge and develop staff to secure improvement
- Lead in the recruitment and selection of teaching and non-teaching staff across the school
- 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 and sustain effective systems for the management of staff performance, incorporating appraisal and target setting resulting in high levels of achievement
- Lead, co-ordinate and monitor the continuing professional development of all staff, including the induction of newly qualified teachers, based on assessment of needs
- Ensure that professional duties are fulfilled, in accordance with teacher standards including those for headteachers
- Delegate leadership and management functions appropriately
- Develop good working relationships with the CEO, trustees, local governors, staff, pupils, parents and the community
- Develop and implement appropriate policies and practices

Main Responsibilities 4

Efficient and effective deployment of staff and resources

The Headteacher will deploy staff and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context and will:

- Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:
 - effective management of the school budget
 - rational allocation and monitoring of time, space and material resources linked to the improvement plan
 - ensuring effective and safe arrangements for the storage of material and equipment
- On a day-to-day basis, manage and organise the premises efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations
- Ensure effective working relationships with external agencies and services contracted to the school, the board of trustees and the local governing body
- Work with governors and senior colleagues to recruit and retain staff of the highest quality
- 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

Main Responsibilities 5

Accountability

The Headteacher will be accountable for the efficiency and effectiveness of the school to the board of trustees, local governors and community, and will:

- Hold staff appropriately to account so that they assume an active role in ensuring the continued success of the school and wider Trust
- Present a compelling and accurate account of the school's performance in a form appropriate to the range of audiences, including trustees, local governors, 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 all make in supporting children's learning
- Provide information, objective advice and support to the governing board 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
- Ensure the school is committed to safeguarding and promoting the welfare of children so that all the school's practices, policies and procedures reflect this
- Implement the monitoring of all procedures to determine they meet the statutory requirements

Person Specification

Part A: Assessment Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Recent experience as a successful Head or Deputy Head Teacher or Senior Manager
2	A good honours degree or equivalent
3	Experience of successful senior leadership across a school and across the primary phase age range
4	A demonstrable record of accomplishment of raising achievement and improving pupil outcomes
5	Experience of managing health and safety and leading safeguarding in a primary school
6	Evidence of effective strategic, financial, premises and resource management to achieve educational priorities and value for money
7	Commitment to promote the aims and values of West Denton School and the ONE (Owl North East) Trust, and the wider school community

Desirable

8	National Professional Qualification for Headship or other advanced qualification
9	A record of professional development relevant to headship
10	Experience of working in strategic partnership with other agencies or professionals to ensure the best outcomes for children and young people
11	Knowledge of teaching across the primary age range from Foundation Stage and Key Stage 1 to Key Stage 2

Person Specification

Part B: Application Stage

Items 1 –11 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Ability to provide clear educational vision and direction
2	A proven track record of leading and managing change successfully
3	A proven track record of inspiring, leading, empowering and managing staff effectively
4	Successful experience of developing constructive relationships with other schools, organisations and stakeholders for the benefit of all
5	Excellent communication, presentations and interpersonal skills that allow positive interaction with a wide range of people both in writing and orally
6	Ability to articulate a rationale for the way that the curriculum is organised to promote pupils' academic and personal development and drive up progress across a range of subject areas
7	Ability to instil a strong sense of accountability in staff by holding them to account for pupil outcomes and their highest achievable standard of professional conduct and practice
8	Authoritative, calm and level headed, highly organised and flexible, able to manage a wide range of tasks and responsibilities competently
9	Demonstrates high levels of integrity, empathy and tact
10	Commitment to safeguarding and promoting the physical and emotional health and wellbeing of young people
11	Commitment to educational inclusion so all students have the opportunity to be the best they can be
12	Experience of working in a school in challenging circumstances
13	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post

Desirable

14	Knowledge or experience of academy finance
15	Experience of delivering training and support for new entrants to the teaching profession

The following methods of assessment may be used:

Interview

Presentation

Assembly

Task

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Professional registration/QTS check with the National College for Teaching and Leadership
6	Two references from current and previous employers (or education establishment if applicant is not in employment)

West Denton Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. The appointment of the successful applicant will depend upon receipt of an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks.

Application and Selection Process

We hope, after reading this application pack, you would like to find out more and submit an application for the post. Below are the selection process dates:

Closing Date: 18th November 2024, at 12 noon

Shortlisting: 21st November 2024

Selection process including interviews: 3rd and 4th December 2024

Pre application visits to the school, which are warmly welcomed and encouraged, can be arranged by contacting the ONE Trust offices on 01916052013 or by emailing info@onetrustacademies.org.uk.

Please complete an application form using the Newcastle City Council application form available on the school and Trust website. There is an additional safer recruitment form which you should also include with your application.

All applications should be submitted to Helen Richardson (Chair of Trustees) either via email at info@onetrustacademies.org.uk or by post, addressed to:

ONE (Owl North East) Trust
Throckley Primary School
Hexham Road
Newcastle upon Tyne
NE15 9DY

As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage.

If you have any queries or issues with the application form, please contact the Trust directly via the website or by telephoning the ONE Trust office on 01916052013.

Further details and this application pack can be found on our Trust website www.onetrustacademies.org.uk and on the school website at www.westdenton.newcastle.sch.uk.