



Upperby Primary School

Welcome Pack



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Upperby Primary School



Uldale Road, Carlisle, CA2 4JT

Telephone: (01228) 815460

Email: schooloffice@upperbycdc.org.uk

Acting Head Teacher: Mrs P Burns BEd (Hons)

Dear Applicant

I am delighted that you are interested in the vacancy we will have for September 2023 for a permanent Head Teacher at Upperby Primary School.

On behalf of the Governors, I do hope that the information in this pack will encourage you to apply with the confidence that the post will be a positive step in your career.

Our school has a warm and friendly atmosphere where every child is valued and included as an individual. Our recent OFSTED inspection says that "Pupils are happy in school and feel safe. They are polite, courteous and friendly".

We have a very loyal and professional staff, committed to providing the best for the children in their care. What we are looking for above all else is someone who is passionate about education and wants to make a difference; someone who shares our values and has the leadership qualities to build on the contribution made by our current Acting Headteacher.

If this describes you, do please come and visit us. You will be made very welcome and will be able to see at first-hand what an exciting opportunity this position offers at what is, in my opinion, a very special school.

Yours sincerely

W Atkinson
Chair of Governors
Upperby Primary School

Aspire Attend Achieve

UPPERBY PRIMARY SCHOOL MISSION STATEMENT

Upperby Primary School
Aspire, Attend, Achieve

Our Vision

A caring, inspirational community where everyone aspires to achieve.

Mission Statement

It is our belief that children come to Upperby Primary School to be happy and successful learners, enabling our children to develop their skills and grow to understand how they are part of the wider community. Our dedicated staff are committed to ensuring our children develop into life-long learners who aspire to be the best they can be.

Upperby Values

Respect
Responsibility

Caring
Confidence

Resilience
Aspiration

Our core values underpin everything we do in school. They help our children understand how we all make a positive contribution to the school and the wider community, supporting them to become successful citizens of the future.

School Rules

Be Ready
Be Respectful
Be Safe

Our school serves the south of Carlisle, with 376 children currently attending.

Our experienced teaching staff are committed to providing a stimulating and creative curriculum within a nurturing environment, placing high priority on ensuring our children feel happy and safe.

We place great importance on academic excellence and ensuring we can develop aspirations for all our children, so that they are able to achieve and be the best that they can be.

We enrich our children's education through a wide range of activities, such as school choir, music tuition, educational visits and trips. Children in Key Stage 2 are able to attend a range of residential experiences. We are an inclusive school meeting the differing needs of children.

Upperby Primary School is such a special place where children are nurtured and their skills are developed through a rich curriculum.

ADDRESS:

Uldale Road
Upperby
CARLISLE
Cumbria
CA2 4JT

HOW TO FIND US



DIRECTIONS TO UPPERBY PRIMARY SCHOOL FROM M6 MOTORWAY

FROM THE SOUTH

Leave the motorway at Junction 42 and take the second turnoff from the roundabout signposted Carlisle A6.

Continue along this road (London Road) for approx 1½ miles to a set of traffic lights. Go through these lights and turn first left (Aldi Supermarket) onto Petteril Bank Road.

Continue along Petteril Bank Road, past the row of shops on your right hand side, and go over the river and under the railway bridges, to the end of the road at a T junction.

Turn right onto Upperby Road. Take the first left (before the crossing) onto Uldale Road and the school is on your right. The CDC is the building nearest to the car park.

FROM THE NORTH

Leave the Motorway at Junction 42 and take fifth turnoff from the roundabout signposted Carlisle A6.

Follow the instructions as above from this point on.

PARKING

Parking is available on Uldale Road as there is limited parking on the school car park. Please do not block residents driveways.

There is one disabled parking space in the school car park. If this facility is required please contact us in advance on 01228 – 815461.

APPLICATION AND SELECTION PROCESS

Head Teacher



Application and Selection Process – Head Teacher

The vacancy is for a Head Teacher to start at the beginning of **September 2023**.

The starting salary will be in respect of: Group 3

Your application form should be completed with reference to the job description and person specification, but we do ask that you limit your further information to three A4 pages.

The selection panel will take into consideration the qualifications and skills of each applicant as well as experience and personal attributes.

Key Dates

Closing date for applications: Wednesday 8th February 2023 at 4pm.

Any application received after the date or (if by email) will not be accepted.

Shortlisting of applicants: Thursday 9th February 2023

Candidates chosen for the shortlist will be notified that day, by email. Unsuccessful applicants will also be notified by email.

Visits to school: Visits to the school are warmly welcomed. To arrange a visit please contact the office manager, Carol Wilson, via the school office on 01228 815460. – **23/24/25 January 2023**

For further information: Please see our website, www.upperbyschool.co.uk. Included is our most up to date OFSTED report.

Interviews: Monday 6th and Tuesday 7th March Applicants invited to interview may be asked to:

Undertake tasks

Teach / Take an assembly

Present to a selection of staff and the panel on a set topic

Liaise with staff informally

Have a formal questioning session with the Governors Recruitment Panel

Panel Decision: Tuesday 7th March 2023

Please return your completed application, marked CONFIDENTIAL for the attention of Mrs Carol Wilson, to:

Upperby Primary School
Uldale Road
CARLISLE
CA2 4JT

Or via email at vacancy@upperbycdc.org.uk

Upperby Primary School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children, therefore appointments will be subject to pre-employment checks which will include references, Right to Work in the UK, an enhanced DBS check for regulated activity (to include a children's barred list check) and a work place health assessment.

JOB DESCRIPTION

Authority: Cumbria County Council

Job Title: Head Teacher

Location: Upperby Primary School, CARLISLE

Salary Range: Group 3 L16—L22

Reporting to: The Governing Body via Chair of Governors

Main Purpose:

The Head Teacher is responsible to the Governing Body of Upperby Primary School for the leadership, internal organisation, management and control of the school.

This job description reflects the **Headteachers' Standards 2020**

The appointment is subject to the current conditions of employment of headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation. In carrying out his/her duties, the headteacher will consult, where appropriate, with the Local Authority, the governing body, the staff of the school, the pupils and the parents/carers of the pupils.

The [teachers' standards](#) (2011, as amended), including the personal and professional code of conduct which applies to teachers, provide a foundation upon which the standards for headteachers are built.

Headteachers, like other teachers, are expected to meet the teachers' standards. The headteachers' standards articulate how headteachers can meet both the additional responsibilities of headship and the requirements of the teachers' standards.

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Headteachers uphold and demonstrate the **Seven Principles of Public Life** at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- Leadership

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, headteachers:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognizing differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leaders of their school community and profession, headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

Headteachers' Standards

1. School Culture

Headteachers

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

3. Curriculum and Assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behavior
- ensure that adults within the school model and teach the behaviour of a good citizen

5. Additional and Special Educational Needs and Disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional Development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational Management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous School Improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in Partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues
- across other public services to improve educational outcomes for all pupils

10. Governance and Accountability

Headteachers:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory
- frameworks and meets all statutory duties

PERSON SPECIFICATION

The post holder will be able to demonstrate:

Qualifications & Training	Essential	Desirable
Qualified teacher status	x	
Three years successful senior management experience e.g. Current Head teacher, Deputy head	x	
Attainment of, or aspiring to attain, a relevant qualification such as NPQH Award		x
A degree or equivalent	x	
Skills, Knowledge and Experience	Essential	Desirable
A thorough knowledge and understanding of the primary curriculum including the statutory and legal framework within which a school operates, including the new OFSTED framework	x	
A clear understanding of current curriculum and government initiatives	x	
Evidence of relevant leadership training	x	
Experience of working successfully and constructively with governors	x	
A proven ability to positively motivate, lead and interact with staff, pupils and parents/ carers	x	
Ability to plan strategically with a strong ability to prioritise	x	
Able to use appropriate leadership styles in different situations	x	
Ability to deal sensitively with people and resolve conflict quickly	x	
Able to work with governors	x	
Able to demonstrate high level organisational skills	x	
A record of involvement in school extra-curricular activities, school shows, educational visits, residential courses, charity projects etc		x
Substantial experience of curriculum innovation and development that has resulted in raised standards		x
Experience of financial management at a whole school level		x
The ability to analyse and present data and information coherently	x	
The ability to deploy staff and resources effectively	x	
Safeguarding	Essential	Desirable
Substantial pastoral experience		x
Commitment to safeguarding and promoting the welfare of children and adults	x	
Evidence of working with other agencies for the well-being of all pupils and their families	x	
Designated or Deputy Designated Safeguarding Lead with willingness to undertake L3 safeguarding training within 3 months of appointment	x	
Qualities	Essential	Desirable
A willingness to embrace and develop the vision of Upperby Primary School to a variety of audiences	x	
Good negotiating and diplomacy skills	x	
An ability to work under pressure and meet deadlines	x	
Ability to form and maintain appropriate relationships and personal boundaries with children and adults	x	

PRIVACY NOTICE

Who processes your information?

Upperby Primary School is the data controller of the personal information you provide to us.

This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Catherine Hunt acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01228 815460.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Upperby Primary School upholds are imposed on the processor.

Catherine Hunt is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01228 815460.

Why do we collect and use your information?

Upperby Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses ☐ Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons ☐ Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Upperby Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Upperby Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD.

The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. Upperby Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Upperby Primary School uses your personal data.
- Request access to the personal data that Upperby Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Upperby Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.upperbyschool.co.uk) or download our GDPR Data Protection Policy.

OFSTED REPORT

Our most recent Ofsted inspection was on Tuesday 15th November and Wednesday 16th November 2022 and after a thorough and rigorous two-day visit, Upperby Primary School was judged to be a '**Good**' school.

The summary evaluation of the inspection is as follows:

Overall Effectiveness	Good
The Quality of Education	Good
Behaviour and Attitudes	Good
Personal Development	Good
Leadership and Management	Good
Early Years	Good
Previous inspection grade	Requires Improvement

The report is very positive and outlines how the school has improved considerably since the last inspection, showing clearly that the persistent hard work and commitment of the staff, supported by parents, pupils and governors has made Upperby a strong, happy and successful place for children to learn.

We are tremendously proud of our fantastic pupils who, during the inspection, carried on as usual and chatted happily, enthusiastically and confidently to inspectors about a wide range of subjects.

As a school we will endeavour to work on the areas identified for further improvement.

A copy of our latest OFSTED report can be found by [clicking here](#).

SCHOOL INFORMATION

Please find below some useful information about Upperby Primary School

Type of School	Community School, 2 form entry
Age Range	3-11
Denomination	None
Co-educational or single sex	Co-Educational
Number of children/pupils	376
Average class size	30
Number of Teaching Staff	15 Teachers, 18 Senior Teaching Assistants
Teacher Turnover	Stable
Children on Free School Meals	32.71%
SEN	9.04%
EAL	2.66%

TERMS AND CONDITIONS

Upperby Primary School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. The School's over-arching Safeguarding Statement is included in the pack and the interview will include questions about safeguarding children.

Please note that 'Essential Person Criteria' in the person specification must be met in full and each candidate's fulfilment of the requirements will be tested and assessed during the selection process.

The process will include an assessment of the person's suitability to work with children.

If an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references, will be taken up at interview.

Current or previous employers will be contacted as part of the verification process of pre-appointment checks if the applicant is short-listed.

Where appropriate, a criminal record check via the Disclosure and Barring Service will also be required.

A satisfactory Pre-Employment Health Check must be complied by the successful candidate.

SAFEGUARDING AT UPPERBY PRIMARY SCHOOL

At Upperby Primary School the welfare of our children is our main priority. We take safeguarding very seriously, therefore we have a number of policies in relation to safeguarding, which can be found below. All staff have been trained in level 1 safeguarding and our safeguarding team have received both level 2 and level 3 training.

At Upperby we:

- Take a child centred approach
- Provide a safe environment for children to learn in
- Look out for signs of a safeguarding issue
- We teach our pupils about staying safe and introduce lessons on bullying, healthy eating, internet safety and road safety so that the children are aware of how to keep themselves safe.
- Work with carers, parents and children to resolve concerns brought to our attention.

A copy of our Safer Recruitment Policy can be found by [clicking here](#) (a hard copy is available upon request).

HARD COPY OF APPLICATION PACK

If you would like a hard copy of the application pack please telephone 01228 815460 or email vacancy@upperbycdc.org.uk with your full name and postal address.

USEFUL INFORMATION

Ibis

<http://www.ibis.com/gb/hotel-3443-ibis-carlisle-city-centre/index.shtml>

Travelodge

<https://www.travelodge.co.uk/hotels/362/Carlisle-Central-hotel>

Premier Inn (Carlisle Central)

https://www.premierinn.com/gb/en/hotels/england/cumbria/carlisle/carlisle-central.html?cid=GLBC_CARLAK

Cumbria Park Hotel

<http://www.cumbriaparkhotel.com/>

Crown & Mitre

<http://www.peelhotels.co.uk/hotels/crown-and-mitre-hotel-carlisle-cumbria-england/>

Hilltop Hotel

<http://www.milton-hotels.com/hilltop>

Carlisle Station Hotel

<https://www.bestwestern.co.uk/hotels/carlisle-station-hotel-sure-hotel-collection-by-best-western-84314>

Discover Carlisle



For more information go to www.discovercarlisle.co.uk