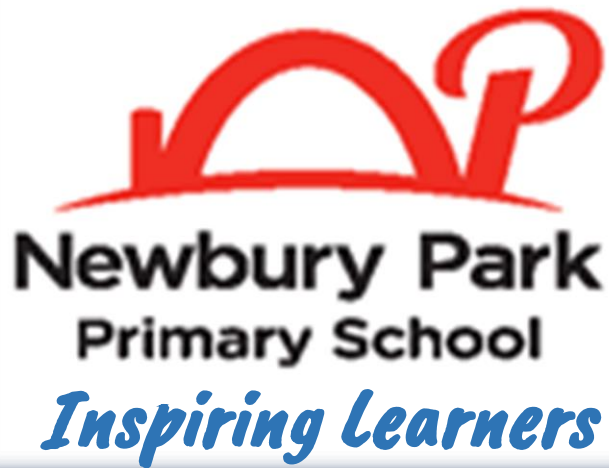




- Integrity
- Courage
- Respect
- Ambition



Head Teacher Recruitment Pack
Autumn Term 2023-24

Perrymans Farm Road

Ilford IG2 7LB

TEL: 020 8554 6343

Email: admin@newburypark.redbridge.sch.uk

Website: www.newburyparkschool.net



Dear Candidate,

Thank you for expressing an interest in the role of Head teacher at Newbury Park Primary School.

We are a large culturally diverse and multi-faith community school located in the London Borough of Redbridge which is accessible by both good road links and public transport.

Every day we 'inspire' our children to be the best version of themselves through their learning. We take care of their well-being and ensure they are educated in a safe environment, fully preparing them for the possibilities, opportunities and challenges that lie ahead.

We have a holistic approach to our pupils' education and ensure that by focusing on our school's key priorities and by meeting the needs of our pupils for their,

Academic Achievement

Personal Development

Social Awareness

we will shape confident, well-rounded, resilient and hard-working individuals who contribute positively to the school and local communities and society.

We are proud of our school and in particular, our highly inclusive learning environment and IQM awards which include becoming an IQM Centre of Excellence and Flagship School. We have achieved the Silver: Rights Aware which is stage 2 of the UNICEF Rights Respecting Schools Award.

The Governing Body of Newbury Park are seeking to appoint a Head teacher who is an ambitious committed and enthusiastic leader and will proactively demonstrate the strategic leadership skills that will inspire, motivate and achieve the best outcomes for pupils.

The successful candidate will have good communication skills, experience of developing teaching and learning strategies and will continue to promote the ethos of the school to develop us as a high performing learning organisation with pupils who are happy, excited to learn and above all relish coming to school every day!

Do you think this unique opportunity to join the pupils, staff and governors on our journey is right for you?

Then we look forward to hearing from you.

Lucinda Lord

Chair of Newbury Park Governing Body



About Newbury Park Primary School

- a local authority-maintained school
- four form entry nursery and primary
- serves the community of the Aldborough Ward, Ilford North
- welcomes children from age three to eleven from diverse backgrounds and multiple faiths

Our motto is 'Inspiring Learners'

Our core values are 'Integrity - Courage - Respect – Ambition'

Our Mission Statement is 'At the heart of it all is our quest to inspire learners and prepare them well for the possibilities, opportunities and challenges that lie ahead.'

Newbury Park is a consistently good four form entry school providing a highly inclusive learning environment. We are situated in East London and children attending come from diverse backgrounds with 90% having English as an Additional Language (EAL). The predominant faiths are Hindu, Muslim and Christian.

Over the last two years with very strong leadership, we have undergone a restructuring process which has resulted in a very clear sense of purpose, firmly focused on the needs of the children. The large team of staff have been fully involved with many changes and are still excited by the 'renewed' learning environment within which they work.

Many of our staff talk about their love for the school and how much they enjoy coming to work. Similarly, our children describe themselves as 'buzzing' with pride for their school and articulate very clearly the values that make our school such an inclusive happy place in which to learn.

The children are a shining example to everyone in the Newbury community and we have many children ambassadors including:

Class ambassadors

Conservation ambassadors

Rights respecting ambassadors

Sports ambassadors

We offer a wide range of enrichment activities including many visitors and trips throughout the academic year, including residential visits.

Our school is at the heart of the local community, and we have an ethos of reaching out to parents, grandparents and other carers. The Tamil community uses our school on a weekly basis for its own cultural activities and at the weekend a faith group also uses it for youth work.

We have a full complement of governors consisting of staff, parent, Local Authority and co-opted governors, who are highly valued for the work they do to support inclusive practice and are keen to play their part in the achievement of NPPS's priorities.



There is so much more to find out about our school – please visit our website:

<https://www.newburyparkschool.net/>

or contact Angie Linton, Office Manager to arrange a visit to our school

alinton2.317@newburypark.redbridge.sch.uk

JOB DESCRIPTION

Job Title:	Head Teacher
Salary:	L25 – L31 – Outer London £88,890-£101,349
Start Date:	April 2024 or sooner
Location:	Newbury Park Primary School Perryman's Farm Road, Barkingside, Ilford, IG2 7LB
Responsible to	NPPS, Governing Body
Direct Reports	• Senior Leadership Team at NPPS • Staff at NPPS

The duties assigned to this post are set out in the most recent School Teachers Pay and Conditions document and other duties are set out below. These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within the school. Variations in the duties of the Head teacher are common occurrences and cannot in themselves justify a re-grading of the post.

CORE DUTIES

This job description is subject to the general conditions of service for a Head teacher as set out in the most recent School Teachers Pay and Condition Document.

The key purpose is to deliver the agreed processes and policies of Newbury Park Primary School and to maintain outstanding outcomes for pupils across the school.

Vision

The Head teacher will work closely with the Senior Leadership Team and the Governing Body to:

- Maintain and extend an ethos and provide educational vision and direction that secures outstanding teaching, successful learning and achievement by all pupils.
- Secure the commitment of the whole school community to the vision and direction of NPPS.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including the Governing Body, local community, Ofsted and others, to enable them to play their part effectively.
- Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the school and collaboration for the pupils, staff, Governing Body, parents and carers.
- Ensure that all those involved in the school are committed to its aims and are accountable for meeting long, medium and short-term objectives to secure outstanding school improvement.
- Motivate all concerned with the school to create a shared culture and positive climate.
- Continue to place NPPS at the heart of its community by attending events throughout the year, engaging in activities that will promote school within the local community.

Strategic Direction and Development

- To work with the Senior Leadership Team to develop the strategic view for NPPS and to analyse and plan for future needs and further development of the school.
- Ensure that the management, organisation and administration of the school support the vision and aims of the school.
- Monitor, evaluate and review the effect of policies, priorities and targets of the school.

Leading and Managing

- Lead, motivate, support, challenge and develop staff to secure outstanding outcomes for all pupils.
- Secure and sustain outstanding teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupil achievement, using benchmarks and target setting for improvement.
- Motivate and enable staff to carry out their respective roles to the highest standards, through high quality continuing professional development based on an assessment of needs.
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, targets relating to pupil achievement and personal professional development.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring a clear delegation of tasks and devolution of responsibilities and holding staff to account for outcomes and impact.
- Maximise the contribution of staff to improve the quality of education and care provided and ensure that constructive working relationships are formed between staff, pupils and parents/carers.
- Ensure that all staff have access to appropriate professional development opportunities.
- Take a lead in the arrangements for appraisal/performance management of NPPS staff and in the setting of appropriate objectives and take responsibility for promoting your own professional development.

Efficient and effective development of staff and resources in line with NPPS strategic and financial planning

- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil achievement, ensure efficiency and secure value for money.
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Advise the Governing Body on appropriate priorities for expenditure, and ensure that these meet the needs of the school development/improvement plan.

Accountability

- Be accountable to the Governing Body for the efficiency, financial process, statutory expectations and effectiveness of the school.
- Provide information, objective advice and support to the Governing Body to enable responsibilities for securing effective teaching and learning and improved standards of achievement to be met.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including parents, Governing Body, the local community and Ofsted to enable them to play their part effectively.
- Plan for effective monitoring, evaluating and reviewing of plans to secure outstanding progress and school improvement, reporting regularly to the staff, Senior Leadership Team and Governing Body.
- Develop and monitor the school's self-evaluation processes, reporting regularly to the Senior Leadership Team and Governing Body.
- Monitor and evaluate the school improvement plan reporting regularly to Senior Leadership Team and Governing Body.
- Provide any local, school and national data required for monitoring and evaluation purposes.
- To think creatively and imaginatively about the school's development, to anticipate and resolve problems and to identify opportunities that will benefit pupils.

This Head teacher job description is representative only.

Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

There will be an annual review of the roles and responsibilities of the Head teacher in line with the performance management process.

This is not a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

A. QUALIFICATIONS, EXPERIENCE AND PROFESSIONAL DEVELOPMENT

• Qualified Teacher Status
• Degree
• Meets the requirements re: the National Professional Qualification for Headship for first substantive headship
Professional Development: • Professional development in preparation for Headship • Has successfully undertaken approved 'safer recruitment' training
• Experience as a Head teacher, Acting Head teacher, Deputy Head teacher or Assistant Head teacher
• A proven track record of successful senior leadership and school improvement in the primary phase
• Experience in two or more institutions and covering aspects of curriculum, pastoral, budget and resource management
Teaching Experience • Successful teaching experience in a primary school

B. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Shaping the Future

- Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation.
- The ability to work productively in partnership with the Senior Leadership Team and Governing Body in driving school improvement and realising the vision and ethos of NPPS.

Leading Learning and Teaching

- The principles and practice of effective learning and teaching in line with the NPPS vision.
- A relentless pursuit of excellence and innovation in improving the quality of learning and teaching including challenging poor performance.
- Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every pupil.
- Embracing new technologies to enhance and continually develop teaching practice.
- Monitoring and evaluating the effectiveness of learning and teaching, including its outcomes in terms of standards and achievement and personal development and well-being.
- The principles and practice of high quality personal, spiritual, moral, social and cultural education.
- The principles and practice of high quality personal, social and health education.

Personal Development and Working with Others

- The significance of interpersonal relationships and strategies for promoting individual and team development.
- Promoting an open, fair and equitable culture consistent with NPPS ethos.
- The ability to develop a sustainable leadership culture including the positive promotion of excellence.
- The ability to challenge, support, motivate and improve teaching and learning within the school.
- The relationships between self-evaluation, appraisal and continuing professional development.
- The impact of change and different leadership styles on individuals and organisations.
- The importance of partnership working and accepting appropriate support from others, including colleagues, governors and external agencies.
- The role of collaboration and networking within the school, wider community and other stake holders.

Managing the Organisation

- Principles, strategies and practice of school improvement and self-evaluation in fulfilling the ethos and expectations of NPPS.
- Distribution, delegation and challenge of leadership responsibilities and management tasks as appropriate, and monitoring their effectiveness, impact and implementation.
- Sustaining effective NPPS organisational structures, systems, policy and practice to reflect the school's values.
- Managing the school efficiently and effectively on a day-to-day basis
- Using informed judgements to make professional, leadership, managerial and organisational decisions.
- Knowledge of and commitment to the implementation of the safeguarding agenda and to promote the welfare of children and young people.
- Ensuring that the school meets all statutory and best practise guidance in relation to premises management and health and safety.

Securing Accountability

- Principles and practice of the quality assurance systems, including school review, self-evaluation and appraisal.
- Responsible for the school's systems and processes in following the school's financial regulations and ensuring value for money and best value in all aspects of the school's work.
- An understanding of the Ofsted framework, of what characterises an outstanding school and a relentless focus on excellence.
- Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance.
- Stakeholder and community, including pupils and parents, engagement in, and accountability for, school self-evaluation and the success and celebration of its performance.
- Individual, team and whole school accountability for pupil learning outcomes.
- Using the school budget effectively to ensure that the premises provide outstanding environment and facilities to support outstanding learning.

Strengthening Community

- Listening to, reflecting and acting on community feedback
- Strategies that encourage parents and carers as the prime educators to support their children's learning.
- Building and sustaining effective relationships with parents, carers, other schools and partners, parishes and the broader community that enhance the education of all pupils.
- Commitment to attending all NPPS events and functions and to representing school at community events throughout the year.

C. PERSONAL SKILLS AND ATTRIBUTES The ability to:

- Inspire, challenge, motivate and empower teams and individuals to achieve.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
- Build and maintain quality relationships through interpersonal skills and effective communication.
- Demonstrate personal and professional integrity, including modelling values and vision.
- Manage and resolve conflict.
- Prioritise, plan and organise self and others.
- Think analytically and creatively and demonstrate initiative in solving problems.
- Ability to form and maintain appropriate relationships and personal boundaries with children.

THE APPLICATION PROCESS

If you would like further information, a confidential conversation, or to arrange a school visit, please contact Angela Linton.

Email: alinton2.317@newburypark.redbridge.sch.uk

Telephone No: 020 8554 6343

Please complete the application form and provide a supporting statement which sets out how you meet the person specification and requirements of the role.

All applications are to be sent to alinton2.317@newburypark.redbridge.sch.uk

Closing Date: 12:00 noon on Friday 8th December 2023

Shortlisting against a set criterion may take place prior to the closing date.

Interviews: Monday 18th and Tuesday 19th December 2023

We respect and value all children and are committed to providing a caring, friendly, and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Newbury Park Primary School.

The successful candidate will be subject to employment and medical checks, two positive references (including current or most recent employer) and an enhanced Disclosure and Barring Service check. References for shortlisted candidates will be requested prior to interview to follow safer recruitment practice.

We reserve the right to research applicants on social media platforms and the Internet, and the recruitment panel may take this information into consideration during the recruitment process.