

HEADTEACHER APPLICATION PACK

May 2023



Newlaithes Nursery & Infant School
Langrigg Road Carlisle CA2 6DX

"Be happy. Learn. Be proud"

Telephone: 01228 525756
Email: secretary@newinf.cumbria.sch.uk



Welcome from Ian Harker, Chair of Governors

Dear prospective candidate,

Thank you for your interest in applying for the role of head teacher at Newlaithes Nursery & Infant School. Having led the school successfully for fourteen years, our highly regarded head teacher is retiring, so we are now looking for a worthy successor to lead our school on the next phase of its journey. Newlaithes Nursery and Infant School first opened in January 1966. Since then there have only been four head teachers of our school – would you like to be our fifth?

Our school is a popular two-form infant school, located to the west of Carlisle. We are regularly over-subscribed and are proud of the fact our school is highly thought of. Visitors often comment on how warm and welcoming our school is.

As a board of governors, we are hugely proud of the school. The team of talented staff members all want the best for our children and their families. Children are keen and eager to learn and we have a happy and inclusive atmosphere throughout school. Wellbeing of staff and pupils is important to us and we are always keen to develop our staff professionally.

We are not ruled by Ofsted, but we are judged by them. Our last inspection, in December 2022, gave us a good grading. Here's what Ofsted had to say *"Pupils are happy to attend school. They feel safe and are keen to learn. They are well mannered, courteous and respectful"*. We are looking for a head teacher who can continue to build on solid foundations, driving further improvement and adding their own stamp.

In return, we offer the successful candidate an opportunity to take on a strong school with eager children, a dedicated and experienced staff and a supportive governing body and parents. The school also benefits from strong links with Carlisle Schools' Partnership, a collaboration between sixteen local schools. We also have excellent links with Newlaithes Junior School, located at the other side of our car park but with a new head teacher appointed there to start in September there will be the opportunity to develop these links further.

At the moment, our school roll is full, with 180 children in school and 35 children in our nursery. We have invested heavily in school buildings, providing withdrawal rooms and extra spaces for learning.

We warmly encourage prospective candidates to visit school to find out what makes this a special place to be. Visits are available on the afternoons of 22nd and 23rd May or any time on 8th June. Please call Mrs Julie Willows, our current Headteacher, on 01228 525756 to make an appointment.

Completed applications should be emailed to recruitment@newinf.cumbria.sch.uk by 12 noon on Monday 12th June.

Thank you for your interest and I hope to hear from you soon.

Yours sincerely

Mr Ian Harker
Chair of Governors



Headteacher Job Details

Salary: L12 – 18 (£56796 to £67351)

Contract type: full time, permanent

Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise



- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff 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
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Headteacher Person Specification

Short-listing Criteria		Essential	Desirable
Qualifications			
1	Qualified Teacher Status	✓	
2	Evidence of continuing professional development relating to school leadership and curriculum development	✓	
3	Willingness to work towards NPQH, if not already held	✓	
Experience – recent and successful experience of:			
4	Experience as a Designated Safeguarding Lead or willingness to undertake the role and associated training as soon as possible	✓	
5	Teaching in early years and/or KS1	✓	
6	Leadership and management in an infant/primary school	✓	
7	Having a significant positive impact on standards and pupil progress	✓	
8	Tracking pupil progress, highlighting areas of concern, planning interventions and ensuring these actions have a positive impact on attainment and progress	✓	
9	Working with governors and the wider community		✓
10	Working with other agencies for the wellbeing of all pupils and their families		✓
11	Managing a delegated budget		✓
Knowledge – understanding of:			
12	The implementation of the Safeguarding Children Agenda and Health & Safety procedures	✓	
13	The principles of school self-evaluation and strategies for planning school improvement	✓	
14	Principles for the development of effective teaching practice	✓	
15	The range of data available for the evaluation and improvement of school performance and how to share this in an accessible way with staff, governors and parents	✓	
16	The legislative framework for the school's work, including governance, curriculum and inspection frameworks and the requirement for statutory assessment	✓	
17	Personnel issues and strategic financial planning		✓
18	Strategies to develop collaborative work with other schools		✓



Short-listing Criteria		Essential	Desirable
Personal and Professional Skills and Attributes			
19	Enjoyment, energy and empathy for working with our children	✓	
20	Approachable and accessible to staff, parents and governors, promoting the positive ethos of our school 'Be happy. Learn. Be proud.'	✓	
21	Personal impact as a role model of demonstrating resilience, enthusiasm, optimism and integrity, inspiring confidence, commitment and respect from others	✓	
22	A commitment to promoting, nurturing and developing pupils' personal development and well-being	✓	
23	Ability to manage, inspire, motivate, challenge and support our whole staff team	✓	
24	Ability to identify and utilise staff expertise to further develop the staff team to achieve school aspirations	✓	
25	Ambition, determination, and dedication ensuring that all children reach their full potential	✓	
26	High levels of emotional intelligence in dealing with the day-to-day issues which affect all members of the school community	✓	
27	A commitment to the pastoral care of staff including your own wellbeing	✓	
28	Ability to promote and develop positive relationships with pupils, staff, parents, governors and the wider community through excellent interpersonal skills including effective communication	✓	
29	Creative thinking and a vision for the future	✓	
30	Maintain the school efficiently and effectively on a day-to-day basis	✓	

Newlaithes Nursery & Infant School is committed to safeguarding and promoting the welfare of our children and we expect the same commitment from all staff and volunteers. The post will be subject to an enhanced DBS check and receipt of professional references.

Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.



Background Information

“Be happy. Learn. Be proud”

Location

The school is situated in the Morton area, West of Carlisle. Our catchment area contains a mixture of private and social housing. We are immediate neighbours with Newlaithes Junior School, with whom we maintain good links.

The Building

The school was opened in 1965. There are two classes in each year group. The classrooms are grouped in pairs around the Hall, each pair having a separate entrance and its own toilet block. There is a separate computing suite for 15 children, a kitchen for cookery sessions, a library and break out areas for group work. The grounds include a tarmac play area, a climbing frame known as ‘The Treehouse’, an adventure trail, ‘Quiet Area’ and an all year Multi Use Games Area. The Foundation Stage has a separate fenced area for outdoor play. In September 2017 we opened our own nursery with its own outside area.

The Pupils

Our school capacity is 180. We admit 60 children to each year group and we are regularly oversubscribed. Our nursery has 26 places for each morning and afternoon. We offer 30 hour funded provision.

We have high expectations of our children, academically and socially and we are very proud of them. In December 2022, Ofsted said, "Pupils are happy to attend school. They feel safe and are keen to learn. They are well mannered, courteous and respectful."

We use positive approaches to behaviour management. We have also developed class councils throughout the school. Our Nurture Group supports children with emotional and/or behavioural difficulties. The school has achieved Investors in Pupils status, Artsmark, Music Mark, the Healthy Schools Award, the Early Years Kitemark and the Active Mark.

Parents and Carers

The school prides itself on its positive relationships with parents and families. Our open door approach helps us to build effective partnerships.

The Staff Team

Our staff team is friendly and supportive. Teachers and teaching assistants are encouraged to observe each other teach to share good practice. There's always a friendly ear for anyone who needs help or advice.



Organisation and Curriculum

Within each class there is a wide range of ability and staff members structure the classroom work accordingly. A variety of teaching methods is used including whole class teaching, small group teaching and individual work. Throughout the school the staff work closely as a team and share planning ideas and expertise to ensure there is continuity and progression in all areas of the curriculum.

Independent Learning is a major feature of the school which is reflected in the classroom environment, using areas of continuous and enhanced provision to develop skills across the curriculum. Children's planning time takes place within the structured classroom environment when children are given the opportunity to plan time on activities themselves while teacher directed activities focus upon specific groups.

We use Read, Write inc for teaching phonics and Maths No Problem! for our maths lessons.

Professional Development

Our school is committed to providing quality CPD – for all staff. We have a strong history of staff moving on for promotions in other schools. Our teaching assistants receive similar opportunities to our teaching staff.

We work as part of Carlisle Schools' Partnership to enhance teaching and learning. We have taken part in and organised INSET for CSP on several occasions and believe in whole school training whenever possible. We took a strong lead in organising a recent literacy festival for schools in the partnership.