

July 2025

Dear Applicant,

Thank you for expressing interest in the post of Headteacher at West Newcastle Academy. Our school is a truly unique place to learn and work. We hope this information pack will give you a good sense of who we are, but we invite you to come and visit us to see for yourself. Our current Headteacher has been at the school since it opened in 2013. Her leadership has established the school as a beacon of compassionate education, emphasising experiential learning, including through nature and community engagement.

As a relatively new school, we've grown something different from the established schools around us: a single-form entry school, actively seeking to support the flourishing of local children through outdoor learning, fostering an environment of mutual respect.

Our vision is that all children will achieve their full potential, with holistic support, whilst they enjoy, own and drive their learning, gaining self-respect, self-esteem and self-belief.



Our school values of “Ready, Respectful, Safe” guide us in our day: Ready to learn, curious for a new experience; respectful to each other and our surroundings; and safe – physically, but also mentally and emotionally. It is the golden thread running through our policies and actions.

We strongly encourage you to visit us between 15th and 19th September, and find out more about this exciting opportunity. Please contact us to arrange a visit:

apply@westnewcastleacademy.org

The timetable for the selection process is:

- 15th – 19th September – Visits by appointment
- 3rd October – Deadline for applications
- 6th October – Shortlisting
- 4th – 5th November – Formal Interview across two days

We hope you decide to apply for this role. The recruitment pack contains:

- The advertisement
- A job description and person specification
- The Application Form, alongside,
- The Safer Recruitment form

If you wish to speak to us directly, we will be happy to arrange this for you. Please contact us at

apply@westnewcastleacademy.org

Application forms can be downloaded from our school website:

www.westnewcastleacademy.org

The completed Application Form and the Safer Recruitment Form should be returned by email to apply@westnewcastleacademy.org by 5pm on 3rd October. There is no need to provide a covering letter.

We look forward to hearing from you.

Best wishes,

Jamie Carrahar and Grace Barker,
Chair and Vice-Chair of Governors, West Newcastle Academy

Advertisement

Headteacher: West Newcastle Academy, Newcastle Upon Tyne

Start date: for discussion with ideal candidate, but this could be between January 2026 and September 2026.

Full time, permanent position range: Group 2: £59,167 - £80,634

Closing date: 3rd October 2025

Do you want to lead a close-knit team, working to make a difference to the life outcomes of children in our local area? Can you inspire pupils, staff and parents to bring their best to this community effort? Can you bring strategic and visionary leadership for our next season as we continue to advance in our vision of educational excellence?

We can offer you:

- A Single Academy Trust with autonomy to pave its own way in its educational values and mission.
- A single-form entry school, with a tangibly close-knit community.
- A dedicated staff body, with ~20 teaching and classroom support staff and ~10 facilities support staff.
- A supportive governing body who knows the school well.
- A recent OFSTED inspection of GOOD in all categories. (Nov 2024)
- Opportunity for professional development in the Reggio Emilia Approach.

Our school personality

There are some things that are so fundamental to who we are and what we believe in, that we need all senior leaders, especially the Headteacher, to fully support, and be an ambassador for, at all times:

- Community learning is the cornerstone of realising our educational vision, which is deeply rooted in the educational philosophies of Reggio Emilia Approach and Danish schooling,



amongst others. EYFS benefit from two full days a week in an outdoor environment. KS1 spend a full day of each week learning outside. The Headteacher must be able to actively and enthusiastically engage in all activities – from fires in the nature park, to petting cows at the farm. Embracing and modelling curiosity in an active, outdoor, lifestyle is important to us.

- Staff and children refer to each other on a first name basis. Respect is mutually given and received, and our first-name policy is essential to this ethos. We are with the children during the day, playing and learning alongside them, eating food together and helping them navigate the difficult job of growing and learning. Simple things matter. Being an authentic teacher and learner who wants to learn and grow with the children is crucial.



- Our uniform policy is relaxed. A school jumper is the only essential element, with a colour-based policy for shirt and trousers. We spend a lot of time outdoors, and being comfortable at work and play is essential for everyone. This applies to staff as well, where clothing is suitable for a physically active day.
- The community we serve is an area of high need. Our Poverty Proofing efforts have been applauded by Children North East, and we strive to make all educational experiences accessible.

We are looking for a Headteacher who:

- Will 'get stuck in' to all of life at WNA: every day is going to bring both a new challenge and joyful interaction.
- Leads with empathy; a good listener who brings transparency and clarity in their people management style.
- Values the outdoors and will enthusiastically get involved in our Outdoor Learning Curriculum. This will require a level of fitness to actively model learning and play in nature.
- Has a passion for teaching and is willing to teach across the whole school on an ad hoc basis.
- Will lead curriculum development through conversation with the Deputy Headteacher and subject leads.
- Understands and closely manages the school's finances and resources.

- Has strategic vision for our continued growth and excellence, for example, in the potential for WNA to become a recognised centre of excellence for Outdoor Learning education in the UK.

This role would suit a current Headteacher looking for the independence of leading a Single Academy Trust, or a highly experienced Deputy Headteacher, ready to step into their first headship, who can evidence their readiness.

Would you like to find out more about this opportunity?



We would love you to visit us, so you can look around our wonderful school and meet the Chair or Vice-Chair of Governors. We'll be available by appointment across 15th to 19th September.

Please contact us to make an appointment via apply@westnewcastleacademy.org.

To arrange an informal discussion with the Chair of Governors, Jamie Carrahar, please contact us at the same email address above.

Application forms can be downloaded from our school website:

www.westnewcastleacademy.org

The completed application form should be returned by email to apply@westnewcastleacademy.org by 5pm on 3rd October. There is no need to provide a covering letter. The interview will be conducted across both 4th and 5th of November.

We are committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. The appointment of the successful candidate will depend on a satisfactory enhanced criminal records check form, the Disclosure and Barring Service and other recruitment and vetting checks.



Job Description

Headteacher at West Newcastle Academy Group 2: £59,167 - £80,634

Responsible to: The Governing Body

Responsible for: Leadership and management of the school and all its staff

Job Purpose

Lead the school in line with our shared strategic vision and ethos, focused on educational models such as those by Paul Dixon, Reggio, Danish schools and 'Free School'.

Implement and embed our curriculum, ensuring it meets the needs of all learners.

Work in close partnership with governors, learners, parents, the council, agencies and the wider community.

Effectively and carefully manage and organise people, finances and resources.

Main Responsibilities

The following list is typical of the level of duties which the post-holder 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.

General

1. Carry out the professional duties of a Headteacher as set out in the [Headteachers' standards 2020 - GOV.UK](#) and documentation.
2. Be an active presence within the school, engaging with pupils, staff, and parents on a daily basis.

Vision and Strategy

3. Lead the development of a 2030 vision for WNA, involving all stakeholders. Ensure it is clearly articulated, understood and acted upon effectively by all, demonstrating the vision and values in everyday practice.
4. Promote the school's values and ethos, fostering a strong sense of community, love for the outdoors and shared purpose in caring for each other.
5. Develop and sustain a secure, caring, welcoming, happy and stimulating learning environment for children of all cultures, abilities and backgrounds and ensure all children reach the highest standards of which they are capable.
6. Lead school self-evaluation and monitor to evaluate the quality of education, behaviour and personal development in the light of learner needs, local context and national agendas.

7. Develop and implement appropriate school policies which reflect the strategic direction of the school, its focus on inclusion and vulnerable learners.

Safeguarding and vulnerable learners

8. Be the Designated Safeguarding Lead (DSL), ensuring the highest standards of child protection and welfare are met across the school
9. Understand about holistic need/ wellbeing/ child-centred provision and embody these principles.
10. Provide advice and support to staff, liaising with the local authority and working with multiple other agencies to ensure child protection concerns are dealt with promptly and effectively.
11. Ensure safeguarding policies and procedures are fully implemented, understood, appreciated, and adhered to, by all staff.
12. Oversee the provision for vulnerable learners, including those with special educational needs and disabilities (SEND), ensuring they receive appropriate support and achieve their full potential.

Curriculum and Learning

13. Use data well to monitor and evaluate the quality of learning and teaching across the school, identifying areas for development.
14. Create and implement responsive and effective approaches to learning and teaching that ensure a consistent and continuous school-wide focus on learners' progress and achievement.
15. Continue strengthening our excellent practice in Child Initiated Learning in EYFS.
16. Review the quality of education and other points of engagement across the school and challenge underperformance at all levels.
17. Seek out and develop co-curricular and extra-curricular experiences that support pupils' holistic development.
18. Establish, co-ordinate and implement strategies which secure high standards of behaviour, attendance and personal development.

Staffing

19. Foster a positive and supportive working environment that encourages teamwork and celebrates success.
20. Lead and motivate all school staff, promoting a positive culture of professional growth, collaboration, and accountability.

21. Build leadership capacity in the SLT through a strategic approach.
22. Ensure distribution of roles across strength-sets in the school, fully utilising the SLT to ensure effective planning and deployment of staff.
23. Oversee recruitment, induction, appraisal, and professional development processes for teaching and support staff.
24. Ensure effective performance management systems are in place to drive continuous improvement in teaching and learning, and raised standards in all other contributing areas of school life.

Finance and Resources

25. Effectively manage the school's budget, ensuring resources are allocated strategically to support educational priorities and provide best value.
26. Plan, manage and monitor the school's financial and other resources to ensure they are effectively and efficiently used to achieve the school's educational goals and priorities and to organise and manage after school activities and extended school services.
27. Oversee the maintenance and development of the school premises, including our Nature Park site, ensuring a safe, stimulating, and well-resourced learning environment.

Community and Governing Body

28. Develop positive relationships with parents, governors, the LA, and the local community, and involve these partners in the development of the school.
29. Create and maintain an effective partnership with parents/carers and the wider community to support and improve all learners' achievements and personal development.
30. Ensure the strategic priority of Outdoor Learning develops through high quality experiences, in the local community and areas of nature, for all learners.
31. Work collaboratively with the Governing Body, providing regular updates on school performance, strategic direction, and operational matters.

Other Responsibilities

As a small school, we need a Headteacher who can be agile and flexible through their working day. The above list is not exhaustive, and the Headteacher will need to participate in school life as they are needed, in line with duties appropriate for the level of the role.

Person Specification

Headteacher at West Newcastle Academy

A = assessed at application	I = assessed at interview	E = essential criterion	D = desirable criterion
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Qualifications

1.	Qualified Teacher Status (QTS)	A	E
2.	Relevant professional qualification for aspiring or serving headteachers e.g. National Professional Qualification for Headship (NPQH)	A	D
3.	Qualification with Reggio Emilia	A	D
4.	No disclosure about criminal convictions or safeguarding concern that make applicant unsuitable for this post	I	E

Skills and Knowledge

1.	Understanding of how to deliver high quality thematic, cross-curricular learning	I	E
2.	An understanding of the importance of child-centred and project-based learning	I	E
3.	Monitoring, evaluating and improving the quality of teaching	A	E
4.	A demonstrable record of effectively raising achievement and improving pupil outcomes through robust evaluation	A	E
5.	Managing school improvement and development, through planning and delivery resulting from self-evaluation	A	E
6.	Knowledge of the National Curriculum and assessment across the primary age range from Foundation Stage to Key Stage 2	I	E
7.	A proven track record of leading and managing change successfully	A	D
8.	Effective financial and resource management skills	A/I	E

9.	Up-to-date knowledge of the OFSTED framework and other education developments and research/evidence-based approaches	I	E
10.	High level numeracy and communication skills to analyse, interpret and present complex data and financial information.	A/I	D
11.	High level oracy and written communication skills effective for a range of audiences	I	E

Experience:

1.	Considerable current or recent leadership experience, probably as a Headteacher or Deputy Headteacher	A/I	E
2.	Curriculum development to meet the needs of all learners	I	E
3.	Working in partnership with governors, staff, parents, pupils and the community	A	E
4.	Working in partnership with other agencies and professionals to ensure positive outcomes for children and young people, especially vulnerable learners	A	E
5.	Coaching and mentoring other teaching and learning professionals	A/I	D
6.	Supporting SEND and EAL learners	A	E
7.	Leading across the primary age range from Foundation Stage to Key Stage 2	A	D
8.	Teaching across a breadth of educational settings	I	D
9.	Successfully developing constructive and collaborative relationships with other schools, agencies and stakeholders for the benefit of all	I	D

Personal Qualities

1.	Positive and collegiate Staff Management style	A	E
2.	Substantial and positive engagement in own continuing professional development	A	E
3.	Demonstrate resilience, integrity, and a strong commitment to the well-being of all members of the school community.	A/I	E

4.	Commitment to inclusive education and equal opportunities, so all pupils are cared for and have the opportunity to be the best they can be	A	E
5.	Able to provide clear educational vision and direction	A/I	E
6.	Drives forward strategic priorities and translates these into practical action plans	I	E
7.	Able to establish positive relationships with a range of stakeholders which inspire, motivate and empower	I	E
8.	Able to successfully inspire and lead a school staff team with a range of roles, delegating with accountability, managing change and communicating the vision	I	D
9.	Commitment to safeguarding and promoting the physical and emotional health and wellbeing of young people	I	E

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.	Children's Barred List check
4.	No adverse prohibitions, restrictions or sanctions relating to teaching in the UK or EEA
5.	Medical clearance for Fitness to Teach
6.	Two references from current and previous employers (or education establishment if applicant not in employment)

Headteacher, West Newcastle Academy

Thank you for your interest in the Headteacher position at our school. Please complete all sections of this form as thoroughly as possible. Section B will be detached from your application prior to shortlisting to support a fair and inclusive review process.

Section A

Education and Qualifications

Please list your academic and professional qualifications, starting with the most recent.

Qualification (e.g., Degree, NPQH)	Institution	Date Awarded (MM/YYYY)	Grade/Result

- Teacher Reference Number (TRN):

Professional Experience

Current / Most Recent Employment

Job Title	
School/ Organisation	
Employment Dates	(DD/MM/YYYY to DD/MM/YYYY)

Key Responsibilities and Achievements	
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Please briefly list your previous **relevant** employment

Job Title	
School/ Organisation	
Employment Dates	(DD/MM/YYYY to DD/MM/YYYY)
Key Responsibilities and Achievements	

(you can copy this table if you need further additions)

Job Title	
School/ Organisation	
Employment Dates	(DD/MM/YYYY to DD/MM/YYYY)
Key Responsibilities and Achievements	

Letter of Eligibility

Please share with us your eligibility for the role by answering the following questions.

Leadership Experience

Please describe your leadership experience, highlighting how it has prepared you for a Headteacher role. (Maximum 500 words)

Vision for Education

Outline your vision for education and how you would implement it as Headteacher of our school. (Maximum 500 words)

Skills and Competencies

Please provide specific examples demonstrating your proficiency in the following areas. Additional areas will be assessed at interview:

- Staff Management and Development: (Maximum 200 words)
- Financial Management and Resource Allocation: (Maximum 200 words)
- Data Analysis and School Improvement: (Maximum 200 words)

Declaration

I declare that the information provided in this application form is true and complete to the best of my knowledge and belief. I understand that any offer is subject to references which are satisfactory to the school, a satisfactory DBS certificate and Barred List Check. I understand that any false statement or omission may lead to the withdrawal of any offer of employment or termination of employment.

Signature: (Type your full name if submitting electronically)

Date: (DD/MM/YYYY)

Please return this completed form to apply@westnewcastleacademy.org by 3rd October 2025.

Section B

This section will be detached before your application is reviewed by the Panel. This is to support us in reviewing all applications as equitably as possible.

1. Personal Details

Title: (Mr/Ms/Mx/Dr/Other)

First Name(s):

Last Name:

Preferred Name (if different):

Date of Birth: (DD/MM/YYYY)

National Insurance Number:

Please confirm you are eligible to work in the UK (we will not be able to support a visa application:) (Yes/No)

2. Contact Information

Current Address:

Street:

Town/City:

Postcode:

Home Telephone:

Mobile Telephone:

Email Address (we will use this as the primary method of communication during the application process):

3. References

Please provide the names and contact details of two professional referees. One must be your current or most recent line manager. Referees will only be contacted with your permission and at a later stage of the recruitment process.

First Referee

- Name:
- Job Title:
- Organisation:
- Relationship to you:
- Email Address:

- Telephone Number:

Second Referee

- Name:
- Job Title:
- Organisation:
- Relationship to you:
- Email Address:
- Telephone Number:

Safer Recruitment

Safer Recruitment Statement

It is essential that you:

- **read and retain this safer recruitment statement; and**
- **complete and return the attached safer recruitment form to the recruiting school with your application form.**

The recruitment administration and vetting checking procedures are undertaken on behalf of the employing school by Newcastle City Council (Employee Services). You are therefore required to give your consent for relevant information to be shared and held by Newcastle City Council as part of the appointment process. We use an external online record check provider; the result is sent direct to Employee Services as an e-result. You are therefore giving consent for us to receive this e-result, and that this information will be shared with other relevant parties involved in the recruitment process.

Privacy Policy - Enhanced Checks Declaration

Before you submit your safe recruitment form to us you should be aware of the DBS Privacy Policy, this explains how your personal data will be used by the DBS and outlines your rights under the General Data Protection Regulation (GDPR). To view this policy please visit <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>

The School and Newcastle City Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any specified convictions or cautions or convictions that resulted in a custodial sentence. A specified offence is one which is on the [list of specified offences](#). You must also disclose:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance

about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

We therefore ask you to complete this form as fully as possible and return it before your interview or when you attend for interview. The only people who will see the information you give us will be those directly involved in the recruitment process. All information will be handled in accordance with our Code of Practice on the Disclosure of Criminal Convictions. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter(s) that may be relevant to the position and the appointment process.

If you are successful at interview, we will require you to make an application to the DBS to obtain an Enhanced Certificate of Disclosure and barred list check. If you are currently employed by Newcastle City Council or a Newcastle Voluntary Aided or Foundation Trust School and have obtained an Enhanced Disclosure via Newcastle City Council within the last 3 years, it may not be necessary to apply for another Disclosure. If you are subscribed to the DBS online update service, then your DBS certificate may be 'portable' between employers and organisations provided it is at the right level and for the right workforce and you provide your consent for it to be used.

To speed up the appointment process, please inform us if you have registered with the DBS online update service. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up-to-date DBS certificate check should you receive a conditional offer of appointment. We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.

If you have worked or have been a resident outside of the UK within the last 5 years, you must provide a certificate of good conduct or a copy of your criminal record for the period of time which you were abroad. Your appointment is subject to this check and it is important that you keep Employee Services informed of the progress you make in obtaining this document.

To obtain either a certificate of good conduct or a copy of your criminal record, you must contact the UK based embassy of the country in which you worked or lived. You can find out more information on how to get an overseas check on the website www.homeoffice.gov.uk/DBS

Disclosure of convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice will not automatically prevent you from working. Consideration will be given to the circumstances and background of your offence(s) and the relevance to the post applied for. The DBS has a code of practice, which we fully comply with DBS code of practice; <https://www.gov.uk/government/publications/dbs-code-of-practice>.

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences disclosed. Any information given will be treated in the strictest confidence and used

only in the consideration of your application. Any report received from the DBS will only be used for assessing your suitability for the post. If the DBS give details of a conviction or other matter which you have not disclosed this will be discussed with you before any decision is made.

If you are invited for interview, we shall assess:

Issues in relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

In accordance with KCSIE 2022 [paragraph 221] the school will carry out an online search as part of their due diligence checks on all shortlisted candidates.

If you are offered the post, we shall ask for evidence of:

- your identity; and
- your qualifications (including any relevant professional registration).

We shall also check:

- that you are medically fit to undertake the role.

References:

We shall also take up detailed references from your current/most recent and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including those where the penalty has expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

Safer Recruitment Form

Please read the attached Safe Recruitment Statement before completing this form then complete in block capitals. You may continue on a separate sheet if you wish.

Full name and address:				
Date of birth:				
Any previous names / surnames:				
School applying to:				
Post applying for:				
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes		No	
If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary)				
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes		No	
If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary)				
Is your name currently on Barred List (list of people legally barred or restricted from working with children)?	Yes		No	

Are you subject to sanctions imposed by a regulatory body (for example the DFE)?	Yes		No	
If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary)				
Have you lived or worked overseas in the previous five years?	Yes		No	
If yes, please state countries:				
Have you been DBS cleared by the School or Newcastle City Council within the last 3 years?	Yes		No	
If yes, have you had a break in service in the last 3 years?	Yes		No	
I am registered with the DBS online update service:	Yes		No	
If yes, I hereby give permission for this application and any subsequent relevant employment with them to check my certificate with the DBS update service. I also give permission to hold my DBS certificate number, date of issue and type and level of check, on a secure database as part of the employment check process:	Yes		No	
I confirm that I have read the Safe Recruitment Statement that accompanies this form:	Yes		No	

Privacy Policy- Enhanced checks declaration

Before we can proceed with your application, we need you to confirm the following:

I have read the Enhanced Check Privacy Policy for applicants, and I understand how DBS will process my personal data and the options available to me for submitting an application:

Signature: **Date:**

Consent to obtain enhanced check electronic result

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases, the registered body may provide this information directly to my employer/potential employer prior to me receiving my certificate.

I give permission for the relevant body to hold my DBS certificate number, date of issue and type and level of check, on a secure database.

Signature: **Date:**

I certify that to the best of my knowledge the information I have given on this form is correct. I agree to obtain and provide an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, if I am offered the post.

Signature: **Date:**

Full Name:
(BLOCK CAPITALS)

Your email is accepted as your electronic signature for this form.