



**Carville  
Primary  
School**

The Avenue  
Wallsend  
NE28 6AX

Tel: 0191 200 7236

[www.carvilleprimary.co.uk](http://www.carvilleprimary.co.uk)

## **Application Pack**

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### **Headteacher Position**

November 2019

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at Carville Primary School. I hope you find this application pack informative and that you enjoy learning more about our school.

Our wonderful single form entry primary school has 192 amazing children from a very diverse range of cultures and backgrounds that come together to form the Carville family. We have incredibly high expectations for all of our children and work hard to ensure that each and every child reaches their full potential. We have strong partnerships with other local schools and are proud to be part of the North Tyneside Learning Trust. We have a strong and committed staff team and a Parents' Forum and work in partnership with parents to help shape educational provision within the school.

Following the retirement of our Headteacher in August 2019, after 10 years service to our school, we are looking for an inspirational Headteacher to drive improvement and lead our ambitious plans for the future. We currently have an Acting Headteacher (our former Deputy Headteacher) and we are keen to appoint a permanent Headteacher by Easter 2020.

If you would like the opportunity to visit our wonderful school, you may come along to our open morning on 7<sup>th</sup> November 2019 anytime between 9.30am and 12noon. Please call Mrs Emmerson on (0191) 200 7236 to register your attendance.

Further information about our school is available on our website [www.carvilleprimary.co.uk](http://www.carvilleprimary.co.uk)

Thank you once again for your interest in our school.

**Kehri Ellis**  
**Chair of Governors**

## Could you be our new Headteacher?

We are looking for a Headteacher who is:

- Able to nurture and inspire children, staff, parents and governors
- A strategic leader with inclusive values and high expectations
- Approachable, supportive and focused on teaching, learning and high achievement for all
- Able to respond positively to challenge and change.

Our school is a one form entry Primary School with a caring family ethos, high quality teaching, enthusiastic and confident children and very supportive parents and governors.

If you are a leader in education with a proven track record of achievement we would love to hear from you.

Carville Primary School is committed to providing a safe and pleasant environment where children can enjoy learning.

For an application pack please contact; **[HR.Recruitment&Safeguarding@northtyneside.gov.uk](mailto:HR.Recruitment&Safeguarding@northtyneside.gov.uk)**

Closing date is **15 November 2019**

Interviews will be held on **5<sup>th</sup> & 6<sup>th</sup> December 2019**

Application forms to be returned:

North Tyneside Council  
HR Recruitment Team  
Quadrant East  
First Floor Right  
Silverlink North  
NE27 0BY

# About the school

A very warm welcome to Carville Primary School. Carville was judged a 'good' school by OFSTED (January 2017).

We have high expectations of our children and set challenging targets for them.

The staff at Carville are hardworking, dedicated and caring. We recognise that every child is special and has their own contribution to make. We encourage every child to reach their full potential and achieve their goals.

We have positive partnerships with our parents' and community which include a very supportive Governing Body and the Carville Family Forum.

We recognise that parents play an important role in the education of their children and so we welcome their support and cooperation in making their child's time at Carville enjoyable and successful.

We are excited to have recently opened our Carville Kitchen, which provides facilities for class groups to learn to prepare simple and healthy meals. Children will be able to make use of the vegetables and herbs grown in our school allotment, whilst learning about farm to fork ideas.

Over the next academic year, recipes from children, families and the local community will be prepared in school and used to create our first published Carville Cookbook

## Our Vision

Having a vision for the school means having a goal for the future and undertaking a journey towards that goal. Everything we do as a school should lead us a step closer to our vision.

At Carville, we want:

- Children and families to recognise the vital role of learning in shaping the world of their future
- Every day to be a learning adventure which builds on children's natural curiosity and enthusiasm for learning
- Children to be confident, independent, creative thinkers
- Respect for ourselves and each other to be central to everything we do
- Every decision we take to have a positive impact on children's learning
- Every member of our school community to feel safe and valued.

Through this, in close partnership with home and the wider community, we believe we will prepare children to enjoy a life-time of learning.

# Our Carville Promise

May our school be welcoming

May our school be encouraging

May our friendships be never-ending

May we be kind and helpful to each other

May we respect all those we meet in our day

May we be proud of our achievements

May we learn as much as we can

May we be patient and never give up

Thank you for our Carville family.



## Job Description

**Position title:** Headteacher

**Responsible to:** Governing Body

**Salary:** £53,724 to £62,262 (pay award pending)

**Leadership Scale:** 13-19

**Start Date:** Easter 2020 or earlier where possible

**Applications Closing Date:**  
15 November 2019

**Interview Date:**  
5 & 6 December 2019

**Conditions of Employment**  
School Teachers Pay & Conditions document

## Key Responsibilities

### Shaping the Future

Working with the Governing Body and others to create a shared vision, strategic plan and positive climate, which inspires and motivates pupils, staff and other members of the school community. This includes:

- The setting and achievement of ambitious, challenging goals and targets
- Leading change, creativity and innovation
- Working with the school community to translate vision into clear objectives and operational plans to promote and sustain school improvement

### Leading, Learning and Teaching

Developing a successful learning culture focused on raising the quality of learning, teaching and pupil achievement. This includes:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management.
- Designing and implementing a diverse, flexible curriculum to meet the personalised learning needs of every child
- Acknowledging and sharing excellence

### Developing self and working with others

Ensure effective relationships, which enable everyone in the school to achieve. This includes:

- Effective team working
- Performance Management
- Appropriate continuing professional development for all.
- Developing and maintaining a culture of high expectations for self and others, taking appropriate action when performance is unsatisfactory
- Building a collaborative learning culture within the school, actively engaging with other schools to build effective learning communities

## Managing the School

Provide effective organisation and management of the school, grounded in rigorous self-evaluation, which ensures an effective, efficient and safe learning environment.

This includes:

- Establishing and sustaining appropriate structures and systems which reflect the school's priorities and are in line with legal requirements.
- Day to day management of the school
- Delegating management tasks and monitoring their implementation
- Building capacity for improvement and ensuring value for money.
- Sustaining a safe, secure and healthy school environment

## Securing Accountability

Ensure that the Headteacher's legal and contractual responsibilities are met. This includes:

- Working with the Governing Body to meet its responsibilities
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Engaging the whole school community in self-evaluation of its work
- Developing an ethos which enables everyone to work together to share knowledge and understanding, celebrate success and accept responsibility for outcomes

## Strengthening Community

Work collaboratively at both strategic and operational levels with parents, carers, external agencies and the wider community to ensure the well-being of all children and enhance their educational opportunities. This includes:

- Creating and maintaining effective partnerships with parents and carers to support and improve pupils' achievement and personal development
- Seeking opportunities to invite parents, carers and other stakeholders into the school to enhance and enrich the school and its value to the wider community

# Headteacher – Person Specification

Qualifications		
• Teaching qualification recognised by DCSF	Essential	Application process Interview
• Evidence of working towards or having NPQH	Essential	
• Evidence of appropriate Continuous Professional Development	Desirable	
Knowledge, skills and experience		
• Building, communicating and implementing a shared vision	Essential	Application process Interview
• Leading change, creativity and innovation		
• Strategic planning processes including setting and achieving challenging targets		
• Strategies for raising pupil achievement and achieving excellence		
• The principles of effective assessment for learning		
• Delivering and developing creative teaching and learning which engages and challenges learners		
• The inclusion agenda		
• School self-evaluation, monitoring and evaluating performance and the role of Ofsted and the Local Authority in supporting schools to improve		
• The link between effective CPD, performance management and sustained school improvement		
• Using data and benchmarks to monitor progress in every child's learning		
• Maintaining and building on the momentum of improvements and successes		
• Strategies which encourage parents and carers to support their children's learning		
• Maintaining and building on the momentum of improvements and successes		
• Strategies which encourage parents and carers to support their children's learning		
• Strategies to secure excellent care, guidance and support of learners, particularly in relation to attendance		
• Strategic financial planning, budgetary management and principles of best value		



Knowledge, skills and experience		
<ul style="list-style-type: none"><li>Effective team working within school and with external partners to maintain and further develop the excellent relationships between staff, pupils, parents and the community</li></ul>	Essential	Application process Interview
<ul style="list-style-type: none"><li>Working effectively and appropriately with the Governing Body to enable it to meet its responsibilities</li></ul>		
<ul style="list-style-type: none"><li>The full primary age range including the EYFS.</li></ul>	Desirable	
<ul style="list-style-type: none"><li>The development of new and emerging technologies to enhance and extend the learning experience of pupils</li></ul>		
<ul style="list-style-type: none"><li>Current issues and future trends that impact on the school community</li></ul>		
<ul style="list-style-type: none"><li>Statutory educational frameworks, including governance</li></ul>		
<ul style="list-style-type: none"><li>Succession planning</li></ul>		
Professional Qualities		
<ul style="list-style-type: none"><li>Think strategically</li></ul>	Essential	Interview
<ul style="list-style-type: none"><li>Communicate effectively</li></ul>		
<ul style="list-style-type: none"><li>Inspire, motivate and challenge the whole school community</li></ul>		
<ul style="list-style-type: none"><li>Use coaching skills to support and challenge staff appropriately</li></ul>		
<ul style="list-style-type: none"><li>Demonstrate passion and enthusiasm for learning</li></ul>		
<ul style="list-style-type: none"><li>Prioritise, plan and organise themselves and others</li></ul>		
<ul style="list-style-type: none"><li>Think creatively to anticipate and solve problems</li></ul>		
<ul style="list-style-type: none"><li>Engage in dialogue which builds partnerships</li></ul>		
<ul style="list-style-type: none"><li>See the potential in every learner, whether child or adult.</li></ul>		

## Carville Primary School

Type of school

Foundation

Age range

Denomination

Number of children/pupils

Average class size

Attendance

Number of teaching staff

Children on free school meals

SEN

English as additional language

Partnerships

## We Achieve

Local Authority maintained foundation trust,  
single form entry primary school

North Tyneside Learning Trust

3-11

None

192

26

95.2%

9

54%

20%

25%

Wallsend Children's Community,  
Wallsend Partnership of Schools,  
Burnside Partnership  
Shine Alliance  
North Tyneside Learning Trust