



Durham Lane Primary School

Amberley Way

Eaglescliffe

Stockton-on-Tees

TS16 0NG

Tel: (01642) 780742

Website: www.durhamlane.org.uk

Information for the Appointment of Headteacher

January 2020



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My Ref:
Your Ref:
Please Ask For: Shellena Hussain
Tel: (01642) 528271
Email: shellena.hussain@stockton.gov.uk

HR Advisory
Human Resources
1st Floor, Municipal Buildings
Church Road
Stockton-on-Tees
TS18 1LD
SATNAV TS19 1UE

10th January 2020

Dear Sir/Madam

HEADTEACHER – DURHAM LANE PRIMARY SCHOOL

Thank you for your enquiry about the above post. In response, the recruitment pack includes the following documents, which hopefully will provide sufficient detail to enable you to complete your application:

1. Letter from Chair of Governors
2. School Information
3. Job Description and Person Specification
4. Details on How to Apply

For further information in regard to the school and the most recent Ofsted report the school website is: www.durhamlane.org.uk

For further information in regard to the Stockton-on-Tees area the following websites may also be useful: www.thisisstockton.co.uk www.visitnortheastengland.com

Information on Stockton-on-Tees Borough Council and the Children, Education and Social Care Division can be found at www.stockton.gov.uk

If you wish to apply application packs are available to download from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 email: recruitment@xentrall.org.uk. Completed applications should be returned via email to Recruitment before the closing date of Friday 31st January 2020 (12 noon).

Please ensure that your application is clear and concise and meets the requirements of the person specification.

Thank you again for expressing an interest in the post and I look forward to receiving your application.

Yours faithfully,



Shellena Hussain
HR Advisor



Durham Lane Primary School

Head Teacher : Mrs J.A.C Ball
Amberley Way, Eaglescliffe, Stockton-on-Tees TS16 0NG
Telephone 01642 780742 Fax 01642 788834

Dear Applicant

The governors and I thank you for the interest you have shown in our school. We are extremely proud of our school and believe this is a very exciting opportunity where the successful applicant will be joining a happy supportive and welcoming team.

The Governing Body is seeking to appoint a Headteacher due to retirement of our long-serving and highly respected Headteacher who will leave us at the end of the summer term.

We are looking for an approachable leader who values collaboration and will think strategically about the future.

We are a supportive and active Governing Body who are passionate about our children and staff. We are fully committed to supporting our new Headteacher as they continue to build on our strong and successful foundations.

Enclosed are a job description, personal specification and school information pack. Candidates are invited to visit the school, meeting myself, our pupils and staff. Visits to school can be arranged through our school office 01642 780742.

When writing your letter of application, please address the priorities described in the person specification.

Also please include:

- Your reasons for applying for the Headteacher of this school;
- Your experience and skills which would equip you for the role.

The information in our application pack and on our website will support you in understanding our school and our priorities.

I would like to thank you again for your interest in the post and look forward to receiving your application.

Yours sincerely,

Clair Robinson
Chair of Governors

Durham Lane Primary School is an extremely highly regarded school which achieves highly academically, in sport, in music and in producing well-rounded citizens of the future.

Our Aims and Values

At Durham Lane Primary School we aim to maintain a secure, caring and stimulating community in which children are encouraged to have respect for themselves and each other. Pupils, staff, parents/carers and governors all endeavour to work together to create a happy, caring, enjoyable and successful school. Through quality teaching and learning, children are given the opportunity to develop individuality and responsibility, and are challenged to achieve their full potential. We encourage all pupils to give of their very best whatever they are involved in, as well as to appreciate their responsibilities, both to themselves and to everyone around them.

We believe it is important that we develop the whole child, nurturing the academic, creative, spiritual, aesthetic and social aspects equally. Self-discipline and acceptable codes of behaviour are valued and promoted. We recognise the individual abilities, talents and potential skills of our children and plan exciting, stimulating and challenging learning activities to nurture this. We are rightly proud of our children's sporting and musical prowess and the positive impact that such opportunities provide to boost self-esteem, self-confidence and self-presentation.

We see our school as being at the heart of a larger community and we encourage our children to value and celebrate the diversities they encounter in this community and the wider world. We also encourage visitors from the local community to come into school to share what they do with the children e.g. the local vicar at Harvest Festival time, local MPs and employees from local industry etc.

At Durham Lane, everything we do is for our children.



Our School

Our one-form entry school (210 capacity plus Nursery) is situated on the Orchard Estate on the west side of Durham Lane in Eaglescliffe, Stockton-on-Tees. We provide co-education for children between the ages of three and eleven years. The building was opened in 1968, but a two classroom extension was also added in Autumn 2010.

The school currently has eight classrooms, a nursery and an IT suite. There is a large hall with a dining area, library, administration rooms and kitchen, as well as two playgrounds, a ball area and an attractive playing field with a pond and wildlife area.

All classes are usually full, but due to the recent expansion of a neighbouring school before new housing stock had been completed, coupled with a dip in the local birth rate, we have had lower numbers in EY and KS1. This has had an impact on our budget, but numbers are increasing and Reception is likely to be full in September 2020.

Our Governors play a full role in the running of our school and are valued members of our community. Governors support all our school functions as well as playing a monitoring and development role with regard to curriculum policies and practice.

We are very proud of our well-developed curriculum; most subjects are taught through cross-curricular topics/themes so that the children are able to make links more easily and are motivating and engaging to the children, but still cover all of the necessary curriculum objectives and skills progression. We aim to keep learning stimulating and enjoyable through offering a broad and balanced curriculum. We use IT where possible, and the local environment, to support our learning and we encourage the children to explore and learn for themselves, as well as from others, in order to become active learners.

We promote high standards through having high expectations and encourage all children to do their very best.

Durham Lane strives to be a fully inclusive school, engendering a sense of community and belonging for all. An ethos of tolerance and understanding is nurtured in our school, so that all children can play an active role in the school's life, whatever their needs. We will actively seek to promote equality of opportunity between disabled and able bodied people. Our school badge depicts a Durham Cross, as the school was originally run by Durham County Council. The arms of this cross are of equal length and we encourage the children to recognise that this means that everyone within our school is equally important. The four arms represent our pupils, our staff, our parents and our building; together we make Durham Lane Primary School a very special place to learn and grow.

Most of our pupils transfer to Egglecliffe School; we have good links with the school and children and staff have many opportunities to work together.

Durham Lane Primary School took over the running of our Before and After School Childcare Clubs in January 2019. Based in a classroom in school, the clubs provide a safe, familiar and fun environment for the children to play in with their peers before and after the school day. They are run by Durham Lane staff which enables us to offer a consistency and continuity of provision as the staff and children know each other well and share the same core values that are enjoyed during the school day.

Partnership Working

All staff and governors at Durham Lane are fully committed to working collaboratively in a partnership of schools comprising of Durham Lane Primary, Glebe Primary (Norton), Roseberry Primary (Billingham) and Whitehouse Primary (Fairfield). The schools are very different in nature, size and location which provides an extremely varied resource and support network for everyone.

The four Head Teachers meet regularly to:

- Discuss and develop each other's school improvement ideas.
- Share annual data
- Undertake shared lesson observations in each of the schools, often with members of the Leadership Teams of the host school.
- Discuss current education issues
- Support and challenge each other professionally
- Undertake shared learning walks.

All teachers belong to a 'Core Group' which provides them with an excellent source of CPD. These groups meet once a term as a twilight session to plan and develop activities which they will carry out during the year. Areas of development are largely self –directed but also fit in with school improvement priorities. The current groups are: English, Maths, Science, Humanities (History and Geography), Computing, Art, SEND, Early Years, NQT/RQT. This year the DHTs/AHTs also formed a group. In the summer there is a presentation event where each group showcases its work to each other and to governors

Other activities carried out by the Core Groups and Partnership include:

- An annual joint P.D Day (eg. Curriculum Inspiration; The Art of Brilliance)
- Joint training (eg OFSTED schedule; Subject Leadership, Governor training)
- Lesson visits to each other's schools
- Joint subject days where children from all 4 schools spend a day together working on Science, Maths, Gifted and Talented etc.
- Informal meetings/phone calls between staff.

As a small school, this is an invaluable resource and the staff and Governing Body want this partnership to continue.

Please see our website for more information and a copy of our full school prospectus at www.durhamlane.org.uk



Durham Lane
Primary School

JOB DESCRIPTION **HEADTEACHER**

The Governing Body of Durham Lane Primary School recognises the influential position held by the Headteacher and his/her role in shaping the future of the School and the teaching profession. His/her leadership has a decisive impact on the quality of teaching and pupils' achievements. The Headteacher is expected to lead by example, ensure that staff are held accountable and to provide access to high quality continuous professional development for all staff.

The role of the Headteacher:

To carry out his/her professional duties in accordance with all the requirements and responsibilities as set out in the School Teachers Pay and Conditions Document, which is published annually. Nothing in this job description can amend, or is intended to amend these overriding requirements.

To provide professional leadership and management for School, in order to secure its ongoing success and improvement by ensuring high quality education for all its pupils and improved standards of learning and achievement.

To be responsible for securing high standards of behaviour and creating a School ethos which recognises differences and respects cultural diversity in order to prepare children for life in Britain today. The Headteacher works in partnership with the Governing Body towards 'Excellence as Standard'.

To promote and safeguard the welfare of all children in School, (in line with current DfE guidance and Ofsted requirements e.g. Keeping Children Safe in Education) by ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

The Head Teacher will:

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

1. Ensure the vision for the School is clearly articulated, shared, understood and focused on providing a world-class education for the pupils they serve.
2. Work within the School community to translate the vision into agreed objectives and operational plans which will promote and sustain School improvement.
3. Demonstrate vision and values in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
4. Motivate and work with others to create a positive climate, leading by example with integrity, creativity, resilience and clarity.

5. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence, using current knowledge and understanding of education and school systems locally/nationally/globally.
6. Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the School and community at large.
7. Ensure accountability and articulate high expectations by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality.
8. Involve all staff and Governors in School self-evaluation processes in order to bring about the highest achievement for all pupils.
9. Regularly review own practice and achievements, set personal targets and take responsibility for own personal development, taking account of any feedback.
10. Manage own workload and that of others to allow an appropriate work/life balance.
11. Ensure excellent teaching through an analytical understanding of pupils learning and the core features of successful classroom practice and curriculum design, leading to the enhancement of our rich curriculum opportunities and well-being of all pupils and staff.
12. Continue an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
13. Contribute to the ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
14. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
15. Hold all staff to account for their professional conduct and practice.
16. Maintain a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
17. Sustain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
18. In partnership with Governors exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the School's sustainability.
19. Nurture an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice, secure excellent achievements for all pupils and meet the needs of individual pupils and their families.

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.



Durham Lane
Primary School

HEADTEACHER PERSON SPECIFICATION

The Selection Panel will be looking for evidence that the criteria have been met, that the candidate has demonstrated their ability to fulfil the criteria.

Please use the key below so that you know where we will look for evidence that the criteria have been met.

A	Application	E	Essential
R	References	D	Desirable
I/T	Interview/Tasks	M	Meets criterion

No	Criteria	E/D	A	R	I/T	M
QUALIFICATION AND TRAINING						
1	Qualified Teacher Status	E	✓			
2	Evidence of commitment to continuous training	E	✓			
EXPERIENCE						
3	Substantial experience as an Assistant, Deputy and/or Headteacher	E	✓	✓		
4	Experience across the appropriate age range (3 - 11)	E	✓		✓	
5	Thorough knowledge of the National Curriculum	E	✓		✓	
QUALITIES AND KNOWLEDGE <i>(linked to the 2012 Teachers Standards – points 1&8 - and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:						
6	Articulate clear values and moral purpose which underpin the strategic vision for the school and communicate this effectively to key stakeholders.	E	✓		✓	
7	Demonstrate positive behaviour and attitudes, and build positive relationships with all key stakeholders.	E	✓	✓	✓	
8	Demonstrate a clear focus on the school's vision whilst taking into account local and national priorities and financial considerations.	E	✓		✓	
PUPILS AND STAFF <i>(linked to the 2012 Teachers Standards – points 1, 2, 3 & 8 - and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:						
9	Promote ambitious standards and behaviour for learning for all pupils and ensure all staff understand their accountability for the impact of their work on pupils' outcomes.	E	✓		✓	
10	Have experience of organising and implementing a curriculum which meets the needs of all pupils which includes an effective assessment framework.	D	✓		✓	
11	Actively support an ethos where staff are motivated and supported to develop their own skills and subject knowledge and to support each other.	E	✓	✓		
SYSTEMS AND PROCESSES <i>(linked to the 2012 Teachers Standards – points 1,7&8 - and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:						

12	Manage the schools financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.	E	✓		✓	
13	Promote safeguarding as 'everyone's responsibility'; ensure that the principles of safeguarding underpin school policy and practice.	E	✓		✓	
14	Maintain high standards of effective behaviour which actively supports pupils in preparing for a role in the wider society.	E	✓		✓	
15	Work effectively with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.	D	✓		✓	
16	Maintain an ethos, environment and infrastructure so that all young people are safeguarded and included and staff adhere to the principles of 'Keeping Children Safe in Education'.	E	✓		✓	
	THE SELF-IMPROVING SCHOOL SYSTEM <i>(linked to the 2012 Teachers Standards – points 1&8- and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:	E/D	A	R	I/T	M
17	Ensure a rigorous and robust approach to school self-evaluation which includes developing and implementation of clear, evidence based improvement plans and policies for the development of the school and its facilities.	E	✓		✓	
18	Working in partnership with other schools to share best practice to inform school improvement and secure the best outcomes for all pupils.	E	✓		✓	
19	Contribute to the future quality of the teaching profession through providing high quality training and sustained professional development for all staff.	D	✓	✓	✓	
20	Seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.	E	✓	✓	✓	
	SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE	E/D	A	R	I/T	M
21	Has the ability to maintain appropriate relationships and personal boundaries with children and young people.	E		✓	✓	
22	Has emotional resilience in working with challenging situations; and appropriate attitudes to the use of authority and maintaining discipline.	E		✓	✓	

How To Apply

Closing date for applications

Friday 31st January 2020 (12 noon)

Prospective applicants are welcome to visit the school prior to making an application. Please contact the school office to make arrangements on Tel: (01642) 780742.

If you decide to apply for the post, you can download an application form from www.stockton.gov.uk/job-vacancies Please ensure that you clearly detail how you meet all of the essential requirements in the Person Specification.

For your information, the recruitment timetable is detailed below:

Closing date:	• Friday 31 st January 2020 (12 noon)
Shortlisting date:	• Monday 10 th February 2020
Interview day 1:	• Tuesday 3 rd March 2020
Interview day 2:	• Wednesday 4 th March 2020
Governing Body Ratification Meeting	• Wednesday 4 th March 2020
Contract Start Date:	• Tuesday 1 st September 2020

Completed application forms must be returned by the above closing date to: recruitment@xentrall.org.uk.

If you are unable to submit an electronic application form, hard copies can be returned by post to Recruitment Services, Xentrall Shared Services, PO Box 891, Stockton on Tees, TS19 1JT