



# HEADTEACHER Application Pack



**'A journey for life ~ come as you are and grow with us'**

Dear Applicant,

Thank you for taking the time to read this letter and the accompanying information pack for the position of Headteacher at Brunton First School. The Governors are extremely proud of the school and are determined to find the best candidate to continue the outstanding work of our retiring Headteacher.

We are a larger than average first school which opened in September 2009 with 39 children. We have grown over the years and are now a 3-form entry first school. We pride ourselves in delivering the very best education for all our pupils and all our children are very proud to be part of our school. We value the whole child and have children who are eager to learn and a very dedicated and committed staff team.

We are part of Gosforth Schools' Trust – a collaboration of 9 first schools and 2 middle schools who work closely together delivering the very best for all the children within our Trust.

We are looking to appoint an enthusiastic, dedicated leader who will continue to move the school forward, building on our many strengths.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Victoria Hanlon', written in a cursive style.

Victoria Hanlon

Chair of Governors

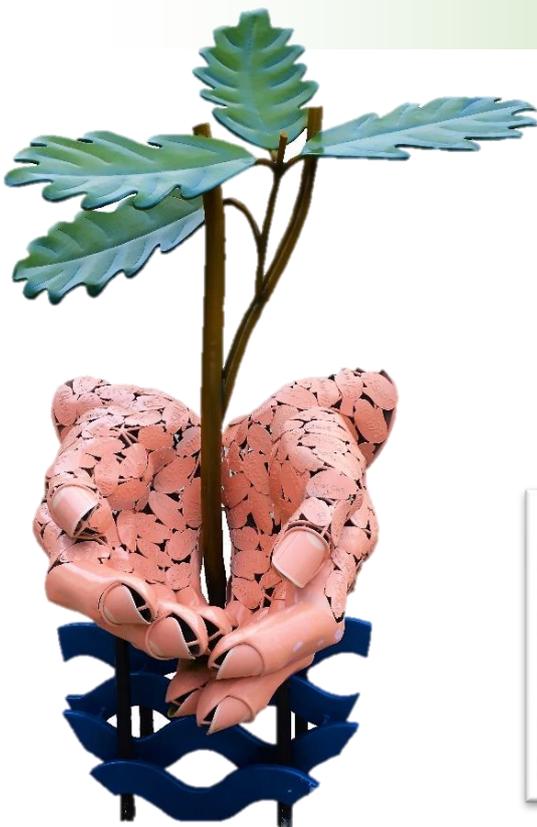
# ABOUT BRUNTON FIRST SCHOOL

We are an oversubscribed school situated on The Great Park in Gosforth in the north of Newcastle upon Tyne. The majority of the children live within half a mile of the school. We currently have 450 children on role.



There are 15 classes, 3 in each year group. We feed into the three-tier system in Gosforth and our children will go onto one of the middle schools within Gosforth. We have a dedicated and experienced staff team with most classes having TA. support.

The school's learning environment is bright and vibrant celebrating the work done by our children. We showcase and celebrate our children's achievements around the school with high quality displays.



We have large school grounds which are well maintained, which includes a multiple use games area. We have a dedicated team of cleaners and a facilities manager who look after the school to very high standards.



We have a dedicated catering team providing freshly cooked food for our children. We have a large number of children who have school meals.



We run many extra-curricular clubs both before and after school for all year groups. Clubs such as football, techno tots, dance, yoga, crafty book club, to name but a few.

Our Voices of Brunton, Eco-warriors and digital leaders work hard to raise awareness of many different issues. The year 4 children run their own fruit shop for key stage 2 children.



We have a very creative curriculum and have regular themed weeks which enrich the curriculum, where the whole school is involved in developing a theme. Over the last few years we have had Festivals of Light, Hip Hop and Healthy, Great North Exhibition, STEM and Enterprise.

We use the Music Service to enhance our curriculum across the whole school. Our children access singing and music lessons within the school day. We also have a choir in the Autumn term. Music is part of everyday learning within each class.



We have the Gold Arts Mark and are working towards it again this next year. We develop the children's cultural experiences and work with the local community to enhance children's understanding of culture.



## **Brunton First School Headteacher**

Salary L18 – L24

Full-time, permanent

Group 3 – Number on roll 450

### **Required for September 2020**

We have an exciting opportunity for an experienced and inspirational leader to further develop our popular and successful school following the current headteacher's retirement. As a foundation school within the Gosforth Schools' Trust, we work together with nine first schools and two middle schools within Gosforth to provide a world class educational experience for young people in our local area.

Our school was judged as Good at the last Ofsted inspection in 2019 and governors and staff recognise the need to continue to work hard to ensure our pupils are well prepared for the next stage of their lives. We are looking for someone with the drive, energy and commitment to continue to move the school forward and be outward-facing within a changing education world.

We are looking for a Headteacher who:

- is able to work with the Governing Body and other stakeholders to develop a strategic vision for the future and build on our positive, caring and inclusive school ethos
- has an inspirational and inclusive leadership style and be able to further develop our collaborative approach to empower and motivate a large team of teaching and support staff to reach their full potential
- is passionate and creative about teaching and learning and believes in the potential of all pupils and staff, whilst continuing to raise standards
- has very high expectations of behaviour for learning
- is committed to our inclusive approach which celebrates cultural, religious, ethnic and linguistic diversity
- Implements change whilst balancing continuous improvement with a respect for staff and their wellbeing
- is a strategic thinker who can translate broad aims into effective operational plans
- is capable of effectively managing finances, resources and people
- has excellent inter personal and communication skills
- can maintain and strengthen our current links with parents and the wider community

In return we can offer you:

- a warm and welcoming inclusive school with happy, well behaved children who enjoy learning
- the support of our dedicated team of staff and Governors in implementing a vision of excellence
- the opportunity to lead our lively, friendly and hard-working team of staff
- the opportunity to develop our commitment to distributed leadership and management
- established positive relationships with parents and the local community
- the opportunity to work collaboratively with other Headteachers and our trust community.
- the opportunity to actively engage in your continued professional development.

This is a Foundation School which is part of a Trust; the employer will be the Governing Body of the School.

Please contact our current Headteacher if you would like an informal discussion about the school, or the opportunity to visit before applying.

This school is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain a Certificate of Disclosure from the DBS and a range of other recruitment checks.

This post involves working with children, vulnerable adults or dealing with sensitive information. Please note that in all cases written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.

Application packs are available:

- **To download from the school website** [www.bruntonfirst.newcastle.sch.uk](http://www.bruntonfirst.newcastle.sch.uk)
- From school by forwarding a large SAE to:  
Mrs Metcalf  
Brunton First School  
Roseden Way  
Great Park  
Newcastle upon Tyne  
NE13 9BD

**Applications should be returned to school via e-mail to:**

**[office@bruntonfirst.co.uk](mailto:office@bruntonfirst.co.uk)**

**The closing date for applications is 3pm on Thursday 5<sup>th</sup> March 2020**

**Shortlisting: Week beginning Monday 9<sup>th</sup> March 2020**

**Assessment/Interviews: Monday 23<sup>rd</sup> and Tuesday 24<sup>th</sup> March 2020**

## **Brunton First School**

### **Job Description - Headteacher**

- Pay Range:** L18 – L24
- Responsible to:** The governing body
- Responsible for:** Leadership and management of the school and all its staff.
- Job Purpose:** To:
- lead the school in line with a shared strategic vision;
  - effectively manage and organise the school, its employees and resources;
  - establish and implement an appropriate curriculum for the school to ensure it meets the needs of all learners;
  - work in partnership with the governors, learners, parents, Gosforth Schools' Trust, Newcastle LA and the wider community.

#### **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 To carry out the professional duties of a Head Teacher as set out in the School Teachers' Pay and Conditions Document.

#### **Vision and Strategy**

- 2 To lead the development of a vision for the school and ensure it is clearly articulated, shared, understood and acted upon effectively by all, demonstrating the vision and values in everyday work and practice.
- 3 To involve all relevant stakeholders in devising a school improvement plan and lead its implementation.
- 4 To 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.
- 5 To lead school self-evaluation and monitor and evaluate the quality of education, behaviour and personal development in the light of learner needs, local priorities and the national context.
- 6 To develop and implement appropriate school policies which reflect the strategic direction of the school and enable school improvement and business priorities to be achieved.

## **Finance and Resources**

- 7 To 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.

## **Governing Body and Community**

- 8 To develop positive relationships with parents, governors, Gosforth Schools' Trust, the LA, and the local community and involve these partners in the development and activities of the school.
- 9 To create and maintain an effective partnership with parents/carers and the wider community to support and improve learners' achievement and personal development. To ensure learning experiences for learners are linked to and integrated with the wider community.
- 10 To advise, support and work closely with the governing body to enable it to achieve its core functions.

## **Curriculum and Learning**

- 11 To establish, co-ordinate and implement strategies which secure high standards of behaviour, attendance and personal development.
- 12 To ensure a consistent and continuous school-wide focus on learners' achievement, using data and benchmarks to monitor progress in every child's learning.
- 13 To establish and implement an appropriate curriculum for the school and ensure that each learner's education programme meets their individual needs and that there is an effective assessment framework.
- 14 To create and implement responsive and effective approaches to learning and teaching.
- 15 To record, monitor, evaluate and review the quality of education and care and to challenge underperformance at all levels.
- 16 To provide for the wider development of learners to complement their educational achievement.

## **Staffing**

- 17 To motivate and work with staff to create a shared culture and positive climate.
- 18 To personally lead and support the senior leadership team.

- 19 To recruit, manage, deploy and motivate all employees of the school in order to enable a workforce that performs well individually and collectively.
- 20 To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear distribution of leadership/management and delegation of tasks/ responsibilities.
- 21 To develop, manage and maintain effective strategies and procedures for staff induction, appraisal and continuing professional development.
- 22 To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

### **Safeguarding**

- 23 To take overall responsibility for promoting and safeguarding the welfare of children and young persons and to provide advice and support to staff, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.
- 24 To ensure safeguarding policies and procedures are fully implemented and adhered to by all staff.
- 25 To ensure there is a designated person for safeguarding / child protection and a designated person for looked after children, and that all other staff discharge their duties effectively.
- 26 To ensure there is an ongoing culture of vigilance and all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children, and such concerns are handled sensitively and effectively in accordance with appropriate procedures.

### **Other Responsibilities**

- 27 To work effectively with agencies that assist integrated processes and local opportunities which support aims for children, young people and their families.

**Brunton First School**  
**Person Specification - Headteacher**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
<b>Qualifications, Training and Professional Development</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status to degree level.</li> <li>• Evidence of relevant continuing professional development relating to school leadership and management and curriculum/teaching and learning.</li> <li>• Experience of working with other local schools and organisations.</li> </ul>	NPQH Award or further Professional Awards	Application Tasks Interview
<b>Experience:</b> <i>Recent relevant experience of leadership that will enable applicant to succeed in this role</i>	<ul style="list-style-type: none"> <li>• Current leadership experience at headteacher or deputy headteacher level.</li> <li>• Evidence of leading whole school improvement priorities resulting in successful school improvement.</li> <li>• Experience of creating and maintaining effective partnerships with parents, SLT, staff, governors and the local community.</li> <li>• Experience of initiating school improvement strategies and managing significant change with a proven record of achieving planned outcomes.</li> <li>• Experience of teaching across; Foundation Stage, KS1 and KS2.</li> <li>• Able to successfully manage a school staff team with a range of role, delegating with accountability and managing change.</li> <li>• Experience of the strategic management of people and financial resources.</li> </ul>	Experience of senior leadership in more than one school.	Application Interview
<b>Professional Knowledge and Understanding:</b>			
<b>Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>• Proven record of ability to lead, manage and motivate teams across the school.</li> <li>• Ability to create a happy, challenging and effective learning environment and create positive working relationships.</li> <li>• Awareness of the importance of the well-being of staff and their work/life balance.</li> <li>• Ability to organise work effectively, prioritise tasks, make decisions and manage time effectively.</li> <li>• Experience of leading performance management by setting appropriate targets and supporting colleagues with appropriate CPD.</li> <li>• Experience of recruiting and deploying staff.</li> <li>• Experience of holding staff to account for their professional conduct and practice.</li> </ul>		Application Interview

<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to think and act strategically, analytically and creatively.</li> <li>• Ability to develop and drive an exciting vision for the school, working collaboratively with all stakeholders to implement actions, ensuring staff and pupils are empowered to excel.</li> <li>• Ability to inspire and motivate staff, pupils, parents and Governors to achieve the aims of the school.</li> <li>• Ability to analyse a range of data to understand and drive required improvements for pupils and raise standards.</li> <li>• Ability to make sound financial judgements to ensure effectiveness and value for money.</li> <li>• Experience of setting and managing a school budget.</li> <li>• Experience of completing SFVS.</li> <li>• Experience of fulfilling the role of Designated Safeguarding Officer and creating a strong safeguarding ethos within school.</li> <li>• Demonstrate a commitment to an inclusive environment removing any barriers to learning.</li> <li>• Secure understanding of governance and the role of the governing body and experience of working with a Governing Body to secure improvements.</li> <li>• Secure knowledge and understanding of statutory legislation, accountability frameworks including the Ofsted framework.</li> <li>• Understanding of Health and Safety Requirements in schools.</li> </ul>	<p>Experience of working with other schools and organisations to secure school improvement</p>	<p>Application Tasks Interview</p>
<b>Teaching, Learning and Curriculum</b>	<ul style="list-style-type: none"> <li>• A secure understanding of the principles of effective teaching and learning in the Early Years, KS1 and KS2, statutory requirements and assessment frameworks.</li> <li>• Experience of leading successful curriculum innovation.</li> <li>• Knowledge and experience of successful teaching and learning strategies, which ensure barriers to learning are overcome, to meet the needs of, and improve the outcomes for all pupils.</li> <li>• Experience of monitoring the quality of education and evaluating practice and procedures leading to securing improvements.</li> <li>• Ability to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.</li> </ul>		<p>Application Tasks Interview</p>

<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.</li> <li>• To have and sustain wide, current knowledge and understanding of education and school systems locally and nationally and evidence of continuing professional development to support leadership role.</li> <li>• To have high standards of self and others and act as a role model for pupils and staff.</li> <li>• Has a sound knowledge of strategies to enhance teaching and learning opportunities within the school.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Relate well to pupils and staff caring about their individual needs.</li> <li>• Ability to deal with sensitive issues in a professional manner.</li> <li>• Display integrity and loyalty and have a good sense of humour.</li> </ul>		<b>Application Tasks Interview</b>
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# Recruitment Privacy Notice

*This Privacy Notice has been written to inform prospective employees of Brunton First School about what we do with your personal information.*

## Who are we?

Brunton First School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)



01609 53 2526

## What information do we collect and why do we require it?

As part of your job application Brunton First School will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- Your name(s), title, contact details, address, and National Insurance Numbers;
- ID Documents;
- Eligibility to Work
- Previous employment history;
- Education and Professional Qualifications;
- Membership of professional or government bodies;
- Referee Details;
- Equalities information (so that we can monitor workplace equality);
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Any other relevant information you wish to provide to us.

## Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees,
- The Disclosure and Barring Service,
- The Local Authority.

## Who do we share your personal data with?

Generally we will keep your personal data within the school but in some instances may be required to disclose your personal data to:

- Third party assessment providers (in order to facilitate your suitability for a role),
- The Local Authority (who may assist the school with the recruitment process),
- Our governing body.

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

### **How long do we keep your personal data for?**

<b>Data held</b>	<b>Retention period</b>
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention period;
If your job application is unsuccessful	Your information will be kept for six months

### **What is our lawful basis for processing your personal data?**

The School is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The School is also legally required to collect some information as defined by employment law (i.e equalities and diversity).

The School therefore relies on Article 6(1)(b) and Article 6(1)(e) of the General Data Protection Regulation to process your personal data as well as Article 9(2)(g) of the General Data Protection Regulation to process your special category data.

### **What rights do you have over your data?**

Under GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

You can exercise any of these rights by contacting: Brunton First School, Roseden Way, Newcastle, NE139BD. Telephone: 0191 2170045

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire