



North East  
Learning Trust

WE'RE LOOKING FOR A  
**HEADTEACHER**  
TO JOIN OUR TEAM



**DIAMOND HALL**  
Junior Academy

**Diamond Hall Junior Academy**  
Well Street  
Sunderland, SR4 6JF

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# Headteacher

**Required full time from 1<sup>st</sup> September 2019**

**L18 - L22 £59,857 - £66,017**

In preparation for the retirement of our respected and long serving headteacher we are seeking to appoint an inspirational and outstanding leader with the vision and energy to build on our successes and achievements and continue our journey to outstanding.

The academy serves a disadvantaged but very aspirational community. As a consequence, your roles as headteacher really has the power to transform lives. The successful candidate will have a strong sense of purpose and direction that will inspire staff and pupils, and involve the whole community in the life and work of the school.

## **We are looking for a headteacher who has:**

- High expectations of everyone associated with the school;
- A passion for giving children the best possible school experience, valuing every child and ensuring that they achieve their best
- A desire to work constructively with staff in order to build a cohesive and successful, whole school team.

## **Deadline:**

**Friday 15 February 2019 at 12pm**

Shortlisting will take place week commencing 18 February 2019, with interviews week commencing 25 February 2019.

Visits to the school are warmly welcomed.

Please contact **Debra Livingston** on **0191 518 0222** to arrange a visit.

## **How to apply:**

Application forms should be completed and returned to **[debra.livingston@nelt.co.uk](mailto:debra.livingston@nelt.co.uk)** or by post to Debra Livingston, The Academy at Shotton Hall, Passfield Way, Peterlee, County Durham Durham SR8 1AU.



## Job description

### Post title:

Head teacher

### Relevant to this post:

**Disclosure & Barring Service** Subject to DBS Enhanced disclosure

### Organisational relationships:

The post holder will be accountable to the North East Learning Trust (NELT) for the leadership, internal organisation, management and control of the school.

### Description of role:

The Head teacher is to provide professional leadership and management for the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

### Duties and responsibilities specific to this post:

As Head teacher you will be required to undertake such duties as may reasonably be determined by the NELT and to carry out the following duties in consultation with the NELT, staff of the school and parents as appropriate:

### Qualities and Knowledge

- Effectively manage the school on a day-to-day basis, provide strong leadership and promote the notion of team spirit;
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Secure a climate for the exemplary behaviour of pupils.
- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of the Head teacher.
- To meet the National Standards for Head teachers as published by the DfE
- To achieve any performance criteria, objectives or targets agreed with or set by the NELT in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

## **Pupils and Staff**

- Effectively deploy the teaching and non-teaching resources within the school to ensure that the targets detailed in the School Improvement Plan adopted by the NELT are achieved; by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Manage the appointment of teaching and non-teaching staff in line with Scheme of Delegation.
- Encourage the development of a culture that offers equality of opportunity to all pupils and staff;
- Ensure that the requirements for teacher appraisal are implemented and to identify and promote the delivery of the training and development needs of the staff of the school;
- Hold all staff to account for their professional conduct and practice.
- Establish 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 in consultation with NELT.

## **Systems and Process**

- Produce, implement, monitor and review the policies adopted by the NELT;
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Monitor the school budget, expenditure and income, and to advise the LAC (Local Academy Council) on spending priorities consistent with the procedures of NELT
- Provide a broad, balanced and relevant curriculum in accordance with the demands of the National Curriculum, including the teaching of RE & promotion of SMSC for all pupils attending the school; and ensure that pupils have access to a daily act of collective worship.
- Ensure that the progress of pupils of the school is monitored and recorded and that an effective system is developed for informing parents about their child's progress;
- Ensure that a range of legal obligations associated with the proper running of the school, including health and safety matters, are addressed;
- To promote and safeguard the welfare of all children and young people within the School by ensuring that the NELT's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; 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 Self Improving School**

- Produce and implement the School Improvement Plan adopted by the NELT;
- 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.
- Promote high standards of individual pupil and school achievement and ensure the development of a stimulating and supportive learning environment;
- Promote an ethos in which individual pupil responsibility for learning, positive behaviour, personal development and achievement is fostered; they set high standards and expectations for high academic standards within and beyond their own schools, recognising difference and respecting cultural diversity within contemporary Britain.
- Monitor, review and evaluate the standards of teaching and learning within the school and ensure that proper standards of professional performance are established and maintained;
- Develop the role of the school within the community;
- Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Provide the Local Academy Council with sufficient advice and information to enable it to fulfil its legal responsibilities;

## **Common duties and responsibilities:**

### **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data is reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

### **Communication**

To establish and manage the team communications systems ensuring that the NELT's procedures, policies, strategies and objectives are effectively communicated to all employees.

### **Professional Practice**

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the NELT's stated objectives of continual improvement in quality of its service to internal and external customers.

### **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

### **General Management**

To provide vision and leadership to employees within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the NELT's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

### **Financial Management**

To manage a delegated budget in accordance with the NELT's financial policy and procedures.

### **Appraisal**

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

### **Equality and Diversity**

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

### **Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets. The NELT has a Data Protection policy in place.

### **Induction**

The NELT has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

### **Safer Recruitment**

This NELT is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to share this commitment.





## Person specification

	Essential	Desirable	Method of Assessment
Application	<ul style="list-style-type: none"><li>Well-structured supporting letter indicating evidence of impact in attainment and progress that has resulted in sustained improvement in pupil achievement (No more than 1000 words)</li></ul>		
Qualifications	<ul style="list-style-type: none"><li>Qualified Teacher status</li><li>National Professional Qualification for Headship OR Existing Head teacher OR recently served as a substantive Head teacher</li></ul>	<ul style="list-style-type: none"><li>Evidence of further study - this could be ongoing and/or Further Professional Qualifications</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Selection Process</li><li>Certificates</li></ul>
Experience	<ul style="list-style-type: none"><li>Successful substantive experience at Senior Management level within a primary school.</li><li>Experience of successfully developing effective teams</li><li>Experience of the successful leadership of change</li><li>Experience of improving teaching and learning</li><li>Experience of promoting safeguarding procedures in a school</li></ul>	<ul style="list-style-type: none"><li>A range of leadership, management and teaching experience in more than one context</li><li>Teaching experience in more than one Key Stage</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Selection Process</li><li>Work related testing</li><li>References</li></ul>
Professional Development	<ul style="list-style-type: none"><li>Have wide current knowledge and understanding of education and school systems locally and nationally</li><li>Research and development covering leadership, curriculum and management issues that have resulted in successful change and effective practice</li><li>Significant contribution and evidence of impact to the professional development of other colleagues in school</li></ul>	<ul style="list-style-type: none"><li>Experience of planning and managing professional development</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Selection Process</li><li>Work related testing</li><li>References</li></ul>

	Essential	Desirable	Method of Assessment
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively in a variety of situations</li> <li>Ability to account to stakeholders and hold others to account</li> <li>Proven leadership skills</li> <li>Ability to lead by example drawing on their own and others expertise, skills and knowledge</li> <li>Ability to lead, manage and organise an effective curriculum</li> <li>Ability to analyse and evaluate school self-evaluation processes including the use of external and internal data in order to accurately prioritise strategic leadership objectives</li> <li>Ability to initiate and lead change by inspiring and influencing others</li> <li>Evidence of being able to build and sustain effective relationships with staff, Governors, parents and the wider community</li> <li>Detailed knowledge of the structure and content of the current primary curriculum and Early Years curriculum</li> <li>Understanding and knowledge of current issues in education, including the current Ofsted Inspection Framework</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of administration and budget management processes</li> <li>Understanding of the National Standards of excellence for Head teachers (Jan 15)</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection Process</li> <li>Work related testing</li> <li>References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A clear vision and understanding of the needs of all pupils in order to close gaps in achievement</li> <li>A commitment to promoting high quality care guidance and support for pupils and parents</li> <li>Commitment to working with other schools and organisations in order to secure excellent achievements for all pupils</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Selection Process</li> <li>Work related testing</li> <li>References</li> </ul>

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.