



West Jesmond Primary School Candidate Information Pack

Deputy Headteacher

Full-time: From January 2025



Tankerville Terrace, Jesmond, Newcastle-upon-Tyne, NE2 3AJ

0191 281 0000

office@westjesmond.newcastle.sch.uk

A Message from our Headteacher



Thank you for your interest in working at our school and in becoming a part of our West Jesmond Family.

We are looking for an exceptional leader to join our great staff team and make a strong and positive contribution to the education of our fantastic children.

West Jesmond is a large, successful and happy school in the heart of a vibrant and diverse community. We have over 600 friendly and engaged children with a thirst for learning and a very talented, committed and supportive staff. We are all proud of our inclusive, welcoming school and the strong relations we build with our families.

We want to ensure that **'every child feels clever every day'**. We offer an education that embraces and values children from all backgrounds and that draws on the strengths and experiences of all of our families and is underpinned by our **4Cs, Curiosity, Confidence, Creativity and Community**.

Alongside high standards across the curriculum, we offer many varied and enriched opportunities and experiences in and out of the classroom.

We are constantly striving to improve in all we do and work hard to create an innovative, reflective and dynamic environment in which we all learn and grow together. We have a strong record of developing all of our staff team and can offer you the chance to take the next step in your career in a school built on collaboration, creativity, innovation and mutual support.

We know leaders have different strengths and experiences including in pastoral and /or teaching and learning areas. We are open to applicants with experiences in a wide range of leadership roles in schools and will create the new Deputy Headteacher role at West Jesmond around the needs of the school and the strengths of the successful candidate.

Please look on our Facebook and Twitter (@West_Jes_School) feeds and the school website www.westjesmondprimary.org.uk to find out more information.

We look forward to hearing from you.

Matt Ward



About our school

West Jesmond is a truly unique school with a long history of successfully providing the highest quality education in Jesmond since 1901. In that time there have been many changes to education and indeed our wonderful school building but throughout the school's history we have always prided ourselves in making our children feel special and nurtured their talents in all areas of the curriculum.

We are passionate that we create a truly outstanding school built on secure foundations of excellent teaching, a daring, memorable, creative curriculum and consistently high academic attainment and progress for all learners.

It's our vision that the children of West Jesmond leave us in Year 6 as happy, successful, articulate, aspirational and empathetic young people, eager for the next stage of learning in their lives and respectful towards the exciting differences of cultures in modern British society.

In our school we foster a whole family atmosphere where children feel confident to express their individuality, their talents and know that success in any aspect of their lives will be rewarded and celebrated. We currently have children from over 40 countries around the world and have children fluent in over 30 languages. This adds to our unique nature where children work, play and learn together harmoniously.

Together we strive to make West Jesmond Primary an exciting place for all children in to learn, grow and flourish in the centre of our vibrant Jesmond community and in our great city.



Deputy Headteacher L11—15

Salary - £63,815 - £70, 293

The Governors of West Jesmond Primary School in Newcastle wish to appoint an outstanding leader to join our popular, happy and very successful school. We are looking for an exceptional deputy head who will make a very positive contribution to our school and the future education and learning of our fantastic children.

You would be joining and leading a team of highly supportive professionals in this large and dynamic school where high standards of achievement in academic, sporting and artistic success run alongside our strong emphasis on wellbeing and personal development.

We are proud to have:

- Over 600 lively, engaged and inquisitive children
- A highly dedicated staff team
- An active, engaged and supportive Governing Body
- A proven track record of success and outstanding academic attainment
- A very supportive and creative wider school community

This post is open to school leaders with a range different of skills and experiences. You may have particular strengths in various areas of school life (pastoral or teaching and learning) that you can bring to our school and SLT.

We are looking for an exceptional candidate:

- able to build strong and supportive relationships with children, staff, governors and parents
- who can demonstrate excellent leadership skills to drive forward school improvement
- with a background of outstanding teaching and the ability to inspire others to achieve excellence in their teaching
- who will work relentlessly to support the learning and pastoral needs of all of our children
- who relishes working in partnership with an energetic leadership team, committed staff and parents and a vibrant local community
- who can further develop an exciting, innovative curriculum
- able to work in partnership with external agencies to ensure the safety and well-being of all our pupils

The post is largely non-class based, though we expect the successful candidate to be able to teach in class and take a lead in modelling effective teaching and assessment when required.

We strongly encourage visits to the school and, where this is not possible, we can organise on-line meetings with the Headteacher.

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

To arrange a visit/virtual conversation contact Nikki Corbett, School Business Manager on (0191) 281 0000 or ncorbett@westjesmond.newcastle.sch.uk
Completed application and safe recruitment forms must be sent by email to: ncorbett@westjesmond.newcastle.sch.uk

Closing Date: 12 noon Friday 4th October

Shortlisting: Week Beginning 7th October

Interviews Process: Week Beginning 14th October



Deputy Headteacher : Job Description

MAIN DUTIES OF THE POST

- To carry out the duties of a class teacher in accordance with the provision of the current School Teacher's Pay and Conditions Document and within the range of Teacher's duties set out in that document.
- To support and work in close partnership with the Head Teacher and the wider SLT.
- Undertake to the extent required by the Head Teacher or the relevant body the professional duties of the Head Teacher in the event of their absence from the school.
- To lead by example and hold the highest expectations of professionalism and general conduct.
- To ensure the children of our school receive the highest levels of pastoral care.
- To continue the development of our outstanding West Jesmond Curriculum.
- To ensure that the quality of teaching and learning throughout the school is of the highest standard enabling all children to make expected progress in their learning.
- To contribute to the strategic development, leadership and management of the school.

STRATEGIC LEADERSHIP

The Deputy Head Teacher will play a major role under the overall direction of the Head Teacher

- a) Formulating the vision, aims and objectives of the school
 - Establishing the policies through which they shall be achieved
 - Managing staff and resources
 - Monitoring progress towards their achievement
 - Be part of the budget setting and monitoring system
- b) Improve the quality of teaching throughout the school through direct intervention, coaching and performance management.
- c) Be able to teach across the primary age range if and when required at the request of the Head Teacher

AREAS OF PARTICULAR RESPONSIBILITY TEACHING

This is initially a non-class based post, but the Deputy Head Teacher will need to occasionally cover classes for the purposes of professional development, training or emergency staff absence.

TEACHING AND LEARNING MANAGEMENT

Maintain an overview of the quality of teaching across the school through:

- Meeting with the Assistant Head team and agreeing targets for the year and agreeing areas to be monitored.
- Monitor the implementation of priorities identified in the School Development Plan by observing in classrooms and feeding back to teachers and phase leaders.
- To take a lead role in the school's agreed systems and procedures for performance management of teaching and support staff.
- To attend Governing Body meetings.
- Liaise with SEN and EAL specialist teachers to monitor the progress of vulnerable children.
- Sample planning when monitoring to ensure plans are pitched effectively and are reflected in classroom practice.
- Sample children's work in key areas of the curriculum to assess levels of achievement, providing feed-back to year groups and subject leaders.
- Observe in classrooms to evaluate practice and provide detailed feedback to staff.



Deputy Headteacher : Job Description Cont.

BEHAVIOUR MANAGEMENT

- Be proactive in supporting staff to enable them to effectively manage pupil behaviour.
- To support the school leaders in delivering outstanding pupil behaviour at all in times across the school.

STAFF LIAISON AND MANAGEMENT

- Be a focal point for staff in terms of day to day administration and organisation.
- To produce timetables for the hall, assemblies and non-contact cover and have an overview of any other assemblies and events taking place to ensure their smooth running when required.
- To ensure good communication amongst staff and to bring to the notice of the Head Teacher areas of concern voiced by the staff.

SCHOOL IMPROVEMENT

- Alongside the Headteacher ensure that information from assessment data is used to improve the effectiveness of teaching and to target and track identified groups.
- Alongside the wider SLT, monitor teaching and learning across the school within the planned framework.
- To formulate sections of the School Development Plan and Self-Evaluation Form in consultation with appropriate staff and governors.

INCLUSION

- To take a lead role in the monitoring of pupil attendance and punctuality and liaise with external agencies to support pupils and families in difficulty.
- Take a lead responsibility for child protection issues, providing 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.
- To take a lead role in the pastoral care and emotional well-being of all pupils

PROFESSIONAL DEVELOPMENT

- To take part in professional development training activities as required by the Head Teacher
- To disseminate relevant information from training sessions to staff in school.
- To keep regular records of personal training and courses attended.
- To participate in the Performance Management and Appraisal process under the guidance of the Head Teacher

COMMUNITY

- To lead assemblies on a weekly basis and extend the range of contributors.
- Assist the Head Teacher in maintaining good communication and relationships with children, parents, families and the wider Jesmond local community via a range of communication systems
- Promote the school and its reputation within the local community, Newcastle and beyond.

The job description is current at the date shown, but after consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title and future school or national developments.

The Deputy Head Teacher will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is appropriate to the School Teachers' Pay and Conditions Document and is not specified within this job description.



Deputy Headteacher: Person Specification

Qualifications and Training

Essential

1	Teaching qualification recognised by the DfES.
2	Degree or equivalent.
3	Current Teaching and Learning School Responsibility.
4	Recent evidence of appropriate Continuous Professional Development (last 2 years).

Desirable

5	Higher level degree or professional qualification.
6	Evidence of on-going professional development in a leadership capacity.
7	Experience of recent school outreach work or school improvement project .

KNOWLEDGE and EXPERIENCE

Essential

A proven track record of:

8	Good/outstanding classroom practice providing challenge to pupils of all abilities
9	Analysing and using pupil data to inform planning
10	Effective phase/key stage management leading a cohesive and proactive team
11	Effective leadership of school development area resulting in improved pupil progress
12	Raising standards through monitoring pupil outcomes and supporting staff to improve classroom practice
13	Playing a key role in a project involving people, finances and / or curriculum development

Experience of:

17	Developing an innovative and creative curriculum
18	Working in more than one primary age range, phase or Key Stage
19	A range of strategies to promote outstanding behaviour across the primary age range
20	Working with parents, governors and the wider school community.
21	Challenging and improving the quality of teaching through direct intervention, coaching and monitoring
22	Leading elements of School Development planning and financial management

An Understanding of:

23	Current strategies in education practice and future legislative changes.
24	Latest Curriculum developments
25	Comparative pupil data
26	Inclusion, equality and diversity
27	A comprehensive knowledge and understanding of safe-guarding children and adults

Desirable

28	Collaboration and leadership with other schools
29	Creative approaches to improving the quality of education

Deputy Headteacher: Person Specification

SKILLS

Leadership

30	Proven leadership experience at Deputy Head, Assistant Head or Senior TLR post holder level
31	Communicates effectively with all members of staff
32	Ability to work with and influence others in a variety of situations.
33	Able to accept feedback.
34	Play a key role in shaping and developing aspects of teaching and learning.
35	Experience of organising, leading and delivery of high quality CPD.

Management

36	Problem solver.
37	Ability to delegate and manage team members.
38	Experience of successful managing performance of individuals and teams across a school.
39	Demonstrates awareness of school budget planning.

Desirable

40	Ability to promote the achievements of the school in the local community.
41	Creative deployment of resources to achieve best value for money

DISPOSITION

42	Resilient and innovative thinker with the ability to recognise and enforce our agreed core values.
43	Enjoys teaching and being with children.
44	Mindful to feelings of others.
45	High expectations of staff and children.
46	Values the development of the whole child and parental involvement.

PERSONAL QUALITIES

47	To be able to demonstrate effective verbal and written communication skills with stakeholders
48	The ability to engage and enthuse staff, pupils, governors and the wider school community
49	To be able to manage time effectively – to be flexible, adaptable, to prioritise appropriately and to work to deadlines
50	To be positive and resilient to demands in the face of challenging situations
51	Willing to be present at school outside normal working hours.

ADDITIONAL: The following criteria must be judged as satisfactory when pre-employment checks are completed

1	Identity checks
2	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
3	Additional criminal record checks if applicant has lived outside the UK
5	Prohibition check
5	DBS barred list check
6	Professional Registration/QTS
7	Two references from current and previous employers
8	Medical clearance
9	Safer Recruitment Declaration
10	Right to work in the UK

