



Dear Applicant

### **HEADTEACHER'S PA**

Thank you for taking an interest in the above post at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website ([www.gshs.org.uk](http://www.gshs.org.uk)) which contains information that will give you a flavour of our achievements and ethos.

George Stephenson High School is an 11-18 Trust School of 1227 students, 133 of whom are in the Sixth Form. We also have 46 guest pupils in the Sixth Form from our neighboring collaboration schools. We have 130 staff, 76 of whom are teachers, 54 are support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community. The roll has grown from 850 in 2010 to over 1200 today. We were delighted that we were oversubscribed again this year (for the third consecutive year) and we welcomed 228 new students into Year 7 in September.

The level of communication with and support from parents is excellent. We achieved the Leading Parent Partnership Award in December 2012 and again in December 2015, there has been an increased attendance at our evenings and events for parents. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% in 2016/17 – this figure has increased every year for the last five years.

Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent.

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Headteacher: Ian D Wilkinson BA (Hons) MEd

Deputy Head: Peter Douthwaite BSc (Hons)

Deputy Head: Kathryn Williams BA (Hons)

In our first survey of this year at the first Year 7 Parent Evening we had 120 responses to our questionnaire. Over 98% thought that their child was well prepared for the move from Primary school to High School and 100% felt that they had all the information they needed relating to the move. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

Over the last decade our school has improved significantly, building up a reputation as a lively, caring school and an exciting place for students to learn. Importantly, examination results at all key stages have improved significantly over the last few years. We were delighted that 67% of our students achieved a GCSE pass at Grade 4 and above in both English and Maths in 2017 and 65% of our students achieved over 5 good GCSEs including English and Maths. We also had a large increase in the number of students achieving the EBACC suite of qualifications. For the last seven years around 65% of our students have achieved 5 or more A\*-C GCSEs including English and Maths. These results have been pleasing in the light of the changes to the examination system and the widespread volatility nationally and locally in the GCSE results over the last few years. Over the same six-year period 75% of our students have achieved good pass in English and over 70% have achieved a good pass in Maths, both figures being well above national average every year.

As you may be aware, our school was inspected by Ofsted in November 2017. Although we were disappointed with the overall judgement that said that our school 'requires improvement', there were many good and better aspects contained within the report and we are pleased that the inspectors found so many positives. They said lots of positive things about the relationships in our school, saying that good relationships and mutual respect exist between students and staff and that our young people are keen to learn and behave well. They also said that the behaviour of students is good, that they manage their conduct well, both inside and outside of the classroom and that they know what is expected of them. As we have always said, our students are a credit to us all and we continue to be immensely proud of them. Inspectors also stated that the care and guidance we offer our students is strong and that we prepare students well for life after school. As a result, the percentage of students going onto successful careers or further education is well above the national average. Personal development, behaviour and welfare were all identified as real strengths of the school.

Indeed, Care, Guidance and Support at George Stephenson High School have been graded as good or outstanding in our last three Ofsted inspections (2008, 2012 and 2017). This is a result of our pastoral guidance systems in school, the aim of which is to support the learning and development of each individual student through the encouragement of regular attendance, punctuality, good study habits, good behaviour and a positive attitude, and by the monitoring of progress, regular target setting and celebration of achievement.

The latest report also says that school leaders accurately assess the strengths and weaknesses in the school, and are already taking action to further improve outcomes. It also recognises that leaders have the support of staff and morale is high. We are therefore confident that we know what we need to do next and we are determined to ensure the school goes from strength to strength. The students are very supportive of our school, the morale of staff remains high and we do not believe that this grading will last. We are already doing the things that are necessary to ensure that we eliminate any inconsistency or variation in the quality of the education we provide, and fully recognise that there is no room for any complacency. Many of the issues that were identified are those which we had already identified ourselves as our key priorities in our current improvement plans and we do not dispute the need to improve consistency in the areas that are identified.

We are completely focused on meeting the higher expectations of the new Ofsted framework, but, more importantly, on ensuring that all of our students achieve the very best possible results in all their subjects. When you read the report, please can I encourage you to read the full text to see beyond the headline judgement. There are aspects of the inspection process that we could complain about and we could disagree with the outcome, but that would potentially waste time, energy and resources that we would rather use to ensure that all of our young people receive the quality education they deserve. There is a very fine line between a 'Good' school that needs to improve in some areas, and a school that 'requires improvement' and I very much hope that in reading the report, you will be reassured that we are a school that is very committed to providing the best possible educational experience for all of

our students. The Ofsted report has only served to strengthen our resolve in tackling the issues and improving consistency across the school.

The role of Headteacher's PA is a vital role within our school, not just to me as the Headteacher but to the staff and the whole school community. You will be an experienced professional able to provide confidential secretarial and administrative support to the Headteacher and Senior Leadership Team. The successful candidate will have exceptional people and communication skills, and will be the first point of contact internally and externally for all matters, including access to the Headteacher. You will be expected to work independently and to proactively manage all areas of responsibility in a professional, calm and discreet manner. You will also need to have energy and enthusiasm and a willingness to go the extra mile. It is a demanding role, but hugely rewarding.

This is a permanent contract and full time post with a weekly working schedule of 8.00 am – 4.00 pm Monday to Thursday and 8.00 am – 3.30 pm on Fridays. The successful candidate has the option of a 52/52 contract or a 193 Term Time Plus contract. On a 52/52 contract, your salary range will be £26,470 - £29,909 and your holiday entitlement will be 23 days per annum, rising to 28 days after 5 years' service, and annual leave must be taken during school holiday periods. On a Term Time Plus contract, your salary range will be £22,211 - £25,655 and you will work all school days plus a number of weeks during the school holidays, including at least two weeks during the summer holiday.

This is an interesting and demanding post, but one which will give the right candidate an opportunity to be part of a committed and dedicated team of teachers and support staff, whose prime aims are the continuing improvement and development of the school and the support and encouragement of its students. If you are someone who loves learning and is committed to working with students who need your encouragement to succeed, and would like to work with colleagues who are friendly, committed and very hard working, then we would be delighted to receive your application.

We have made real progress recently and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further and our work continues to focus on improving practice in the classroom. We are a forward looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I took on the Headship of this wonderful school in September 2009 and am truly very excited about the future. I hope you are enthused by the enclosed information and choose to apply.

Please submit a letter of application (no more than two sides of A4) and a completed application form for the attention of Ms Karen Bradley (Headteacher's PA) by **12.00 noon on Monday 28 January 2019**. We expect to hold interviews on **Tuesday 5 February 2019**. If you have heard nothing by this date you must assume that your application has been unsuccessful.

May I take this opportunity to thank you for your interest in our school.

Yours sincerely



IAN D WILKINSON  
Headteacher

## HEADTEACHER'S PA

<b>SCALE:</b>	APT&C Grade 8
<b>J.E. CODE:</b>	TBC
<b>CONTRACT:</b>	52/52 (37 hours per week) OR 193 Term Time Plus (37 hours per week)
<b>RESPONSIBLE TO:</b>	Headteacher or designated member of staff

### Main Duties of the Post

The post holder is responsible for providing confidential secretarial and administrative support relating to all aspects of the Headteacher's work including management of diary, correspondence, records, exclusions and personnel work. The post holder will also act as Cover Manager and will provide support to the Governing Body.

The post holder is the first point of contact internally and externally for all matters, including access to the Headteacher, and will independently and proactively manage all allocated areas of responsibility in a professional, calm and discreet manner.

### Headteacher's PA:

- Carry out all duties as Personal Assistant to the Headteacher and the Senior Leadership Team including co-ordinating the Headteacher's diary.
- Ensure Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and, in the Headteacher's absence, refer matters to relevant member of the Senior Leadership Team for action.
- Be responsible for all the Headteacher's administrative filing including confidential staff files.
- Liaison with parents, governors, trustees, staff, students, general public, unions, government departments, Local Authority and VIP visitors to the school.
- Receive and appropriately deal with all incoming electronic communications to the school's general email in a timely manner, using judgement to re-direct them to appropriate people/departments or respond to them as required.
- Take minutes of staff meetings as required.
- Manage hospitality for Headteacher meetings and events/functions throughout the year.

### Personnel Matters

- Deal with personnel/payroll queries from staff/Local Authority/external agencies and respond accordingly.
- Deal with queries and process changes to existing staff contracts e.g. unpaid leave, maternity/paternity leave, etc.
- Liaise with Local Authority contacts on personnel issues/advice.
- Keep SIMS and BMS Personnel databases and other staffing information updated.
- Keep paper based personnel filing system up to date and complete.
- Liaise with Finance Manager regarding staffing matters for budgetary purposes.
- Keep a record of staff with fixed term contracts/agency staff to ensure they are extended/terminated in a timely fashion.
- Produce annual salary statements for teaching staff.
- Make Occupational Health referrals.
- Accurately complete statutory returns such as the School Workforce Census.
- Manage a range of appointments efficiently and effectively in liaison with the Headteacher and Business Manager: prepare advertisements, advertise vacancies, prepare and send out job details, obtain references and arrange interview programme, including hospitality arrangements and ensuring smooth running on the day.
- Process all relevant paperwork for new staff in order for contracts, etc to be drawn up. Set up and maintain files for new staff members.

- Ensure all people/staff working in school have appropriate DBS check in place and keep DBS Single Central Record fully updated in line with Ofsted.
- Gather relevant identification from potential workers in school (including interview candidates, volunteers/work placements) and process DBS application as appropriate, following application through to conclusion.
- Provide advice to colleagues regarding DBS/safeguarding issues and be responsible for ensuring all visitors on site are appropriately DBS checked, keeping records where required.
- Ensure Headteacher regularly views/authorises leave of absence requests, highlighting any possible problems/concerns. Ensure full details of absence are recorded in school diary and Leave of Absence records.
- Ensure training requests are processed accordingly.
- Ensure all staff are issued with relevant policies and keep records of documents which require signature e.g. E Safety Policy.
- Keep main Policy folder up to date, including drafting/updating policies where applicable.
- Completion of the annual School Workforce Census.
- Inducting work experience/other placements on school procedures/health and safety/ safeguarding procedures.
- Complete sickness absence paperwork and ensure records are kept up to date in BMS/SIMS databases.
- Keyholder for personnel cabinets, together with the Headteacher and the Business Manager.

### **General Administration:**

- Provide advice/support/guidance to office staff on procedures and protocols.
- Provide guidance to office staff on general word processing matters – letters, forms, booklets, programmes, etc.
- Management of production of annual Staff Handbook and other school booklets.
- Source and produce student planners in conjunction with Deputy Headteacher.
- Proof reader for internal and external communication.
- Responsible for ensuring that sensitive data and student information is kept within the set policies and guidelines.
- Deal quickly and calmly with any emergencies giving accurate information to the emergency services when required.
- In the event of a fire, ensure main office personnel adhere to set evacuation procedures as well as taking a lead role in liaising between Senior Management, Fire Brigade and the Media.
- Management of Headteacher's Awards, special events /presentation ceremonies etc.
- Work with the IT Department to ensure that the information contained on the school's website is kept up to date.
- Make Nova T6 timetable changes/updates, in conjunction with the Deputy Headteacher.
- Draw up rotas for staff duties, detention, Duty Support, Time Out, Lunchtime Activities Managers, etc.
- Arrange individual 1:1 meetings for Year 6 parents/students prior to admission in Year 7.
- Prepare whole school letters/correspondence and ensuring distribution of these via Tutors and/or ParentMail.
- Prepare letters/paperwork for parents, school and Local Authority in respect of Fixed Term and Permanent Exclusions and Internal Exclusions.
- Arrange and record student disciplinary meetings; liaising with parents/ Governors/staff; ensuring appropriate paperwork is copied to all parties and meetings are held within statutory time constraints.
- Maintain accurate exclusion records in SIMS/Excel.
- Carry out other general office duties in absence of colleagues

### **Teacher Cover Arrangements**

- Ensure that appropriate cover for all absent teaching/teaching support staff is in place on a daily basis, planning ahead where necessary.
- Provide advice and implement complex cover arrangements for specific events in school e.g. Sports Day, Enrichment Days, etc.

- Liaise with absent staff, obtain or ensure cover work is provided and distributed to cover staff.
- Keep school diary up to date with all absences so that appropriate cover can be put in place.
- Liaise with supply agencies and arrange daily/long term supply staff as and when required.
- Induct supply staff on school expectations/health and safety/ safeguarding procedures and ensure their understanding of school procedures and contacts.
- Administration of timesheets for supply staff; keeping full record of supply staff in school (including ensuring the Single Central Record is updated); checking/authorising invoices.
- Work with timetabler to ensure Cover module in Nova T6 is fully operational; including staffing for Inclusion, Duty Support and Curriculum Support is available and teachers PPA entitlement /teaching load are correct. Liaise with SENCO regarding Rota periods for Teaching Support Staff and input into Nova T6 to ensure availability for cover.

### **Support for the Governing Body:**

- Deal with correspondence addressed to the Chair of Governors, including all highly confidential correspondence, and in consultation with the Chair of Governors/Headteacher, take appropriate action.
- Liaise with the Governing Body in arranging Governors meetings, Disciplinary Panels, Re-admission meetings and any other meetings as required. Carry out all necessary administrative tasks in connection with this, to include preparing Appeals documentation, information regarding Fixed Term and Permanent Exclusions and other Disciplinary matters.
- Organise all papers for Governing Body meetings – sending out agendas for meetings, copying documentation for circulation, drawing up papers for discussion, etc.
- Arrange/attend/minute staff and student disciplinary meetings.
- Organise elections to the Governing Body in line with Governing Body legal procedures.
- Keep up to date records of Governors’ details including DBS details, ensuring details are included on Single Central Record.
- Liaise with the Local Authority Governor Support Team.
- Provide the Governing Body with procedural advice.

### **Support for the School:**

- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Appreciate and support the role of other professionals.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- To safeguard and promote the welfare of young people.

### **General**

To undertake any other duties appropriate to the grade of the post as requested by Headteacher.

I agree that the Job Outline is a fair and accurate statement of the requirements of the job.

Job Holder \_\_\_\_\_ Date \_\_\_\_\_

Line Manager \_\_\_\_\_ Date \_\_\_\_\_

## PERSON SPECIFICATION

**Post:** Headteacher's PA

**Grade** APT&C Grade 8

Area	Criteria	Requirement
<b>Skills/ Knowledge/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• Outstanding IT systems skills</li> <li>• Effective use of ICT packages</li> <li>• Excellent literacy/numeracy skills</li> <li>• Use of relevant equipment/resources</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team: understanding school roles and responsibilities and your own position within these</li> <li>• Excellent organisational and communication skills</li> <li>• Ability to identify own training and development needs and co-operate with means to address these</li> <li>• Ability to work to tight deadlines</li> <li>• Ability to persuade, motivate, negotiate and influence others</li> </ul>	<p>Essential</p>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Educated to at least A level or equivalent or have relevant experience</li> <li>• Relevant qualification in RSA/Business Administration</li> <li>• Analytical skills</li> <li>• Educated to degree level and/or relevant working experience</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Several years' experience working in an office / business environment at supervisory/manager level</li> <li>• Knowledge/experience of dealing with personnel related issues</li> <li>• Experience of working in a school</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good sense of humour</li> </ul>	<p>Desirable</p>