



Headteacher Application Pack





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I. Welcome from the Chair of Governors

Dear Candidate,

The Governing Body is delighted that you have responded to the advertisement for the position of Headteacher at Ossett Southdale C of E (VC) Junior School. Currently we have 327 pupils on roll, with an expectation that it will become a three form entry school. The school has recently been extended, along with internal alterations, in order to accommodate the increase in numbers.

Southdale is a warm, welcoming, friendly school, where the attainment, progress and well-being of every child is at the centre of everything we do. The positive attitude of our children, along with strong support from parents and carers, creates an excellent climate for learning.

We are seeking a Headteacher who can evidence proven, successful leadership experience at a primary level, with a deep understanding of effective strategies for raising attainment and achieving excellence. Our school vision aims for excellence in all areas of school life, not only in the core subjects, but through an ethos of achievement, excitement and enjoyment across the curriculum, enabling each child to develop their full potential, with a love of learning and positive social, spiritual and emotional intelligence.

The Governing Body fully understands that education is continually evolving and that wider partnerships with other schools are essential in enhancing the quality of leadership and teaching and children's learning. As the school is at the heart of the local community, with close links with Christ Church, South Ossett, the new Headteacher will be committed to maintaining and extending links beyond the school, effectively developing our distinctive Christian character.

Do please take the opportunity to visit our school in order to see the tremendous opportunity it offers. We have a strong, knowledgeable Governing Body, who are committed to supporting the school's leadership. Our children, teachers and staff develop effective, enabling relationships. Parents extend and support learning. Southdale is a school where a talented, dedicated Headteacher will have every opportunity to achieve excellence!

Please contact Samantha Jones (School Business Manager) via the school office on 01924 277965 to arrange a visit.

We look forward to receiving your application.

On behalf of the Governing Body,

Yours sincerely

Jean Ross

Chair of Governors



2. Our School

'COMMUNITY, OPPORTUNITY AND EXCELLENCE'

Our Vision

At Southdale our core Christian values are at the heart of all we do. We seek to create a sense of **COMMUNITY** in our school through an ethos of achievement, enjoyment and compassion in a safe caring environment, where everyone is valued.

We strive to provide the **OPPORTUNITY** for all pupils and staff to achieve their full potential.

We aim for **EXCELLENCE** in all areas of school life and will achieve this by inspiring and preparing our children and staff to embrace the challenges in life with a positive attitude of confidence and respect.

Our Aims

To **cultivate a caring community** with a Christian ethos, in which people of all faiths and beliefs feel secure, calm, valued and respected; a community in which everyone can work as a team, supporting, encouraging and praising all achievement; creating a happy, caring school, where success is celebrated and mistakes are learned from.

To provide an **outstanding education** for all children through a curriculum that is exciting, stimulating, challenging and builds self-confidence.

To provide **high quality teaching and learning** for all pupils, at all stages of their learning.

To **raise standards of attainment** through secure progress for all children.

To **establish a modern, vibrant and inspiring learning environment** in which the physical, personal, social and intellectual potential of all members of the school community are developed to the full.

To strive for excellence and **set the highest expectations** for all members of the school community.

To **sustain a community spirit**, with parents, pupils and staff working in partnership and with respect for each other.

2. Our School



Southdale is a Church of England School where Christian values underpin all aspects of school life.

Our warm, caring ethos ensures that each child is challenged, but supported, to achieve their full potential.

Pupils enjoy learning and want to do well. They show high levels of respect and friendliness for staff, visitors and their peers.



Everyone at Southdale is important and we are looking for a Headteacher who will nurture our strengths and build on them, to help us to be 'the best that we all can be'!

2. Our School - Ofsted



Pupils are eager to learn, show good attitudes and behave well. Pupils feel safe and confident that adults care for them.



Leaders and governors, effectively supported by the local authority and the local church, are dedicated to ensuring that the school serves and reflects the community. In this respect, the school prepares pupils very effectively for life in modern Britain.



The school's work to promote pupils' personal development and welfare is good.



The school keeps a creative and effective balance between its distinctive Church of England identity and being a school that is open, welcoming and engaged with all.



Leaders and governors have successfully created a mutually respectful school community.



The programme of sessions and activities to support pupils' spiritual, moral, social and cultural development is well developed. Key areas such as e-safety, healthy eating, safety, respect and tolerance are discussed in tutor time and during dedicated sessions.



3. Pupil Performance Data

2015	National Floor Standards	School	National Standard
	Level 4+ RWM	87%	65%
	Expected Progress reading	91%	94%
	Expected Progress writing	84%	97%
	Expected Progress maths	89%	93%
	Floor standards met. Please note attainment on entry to Year 3 is exceptionally high.		

2016/17	Attainment	School 2016	National Average 2016	School 2017	National Average 2017
	Average scaled score	104.0	102.6	104.1	104.7
	Combined expected+ RWM	45%	53%	66.7%	61%
	Combined high RWM	0%	5%	11.1%	9%
	Expected + reading	75%	66%	72.8%	71%
	Expected + writing	64%	74%	84.0%	76%
	Expected + maths	61%	70%	81.5%	75%
	Expected + EGPS	82%	72%	81.5%	77%
	High reading	24%	19%	19.8%	25%
	High writing	5%	15%	22.2%	18%
	High maths	12%	17%	21.0%	23%
	High EGPS	25%	22%	27.2%	31%

2016/17	Progress	School 2016	National Average 2016	School 2017	National Average 2017
	Overall reading	-0.77	0	-1.8	0
	Overall writing	-5.03	0	-0.4	0
	Overall maths	-3.17	0	-1.4	0
	High reading	0.51	0		0
	High writing	-4.18	0		0
	High maths	-2.69	0		0

Candidates are invited to visit the school's Ofsted report and Data dashboard via the Ofsted website:
www.ofsted.gov.uk



4. Contact Details

Southdale Church of England Voluntary Controlled Junior School
Southdale Road
Ossett
West Yorkshire
WF5 8BA

Telephone: **01924 277965**

Website: www.southdalecofe.co.uk

Wakefield Council Twitter: [@MyWakefield](https://twitter.com/MyWakefield)

Wakefield Council Facebook: www.facebook.com/mywakefield

Local education news: [@WakefieldEduc](https://twitter.com/WakefieldEduc)





5. Advertisement

HEADTEACHER

Pay Range: L15 – L21 (£55,600 – £63,779)

Required for the Summer Term 2018 or earlier if available

An exciting opportunity has arisen to lead our warm, welcoming, caring school, in the small town of Ossett, near Wakefield.

Ofsted judged the school to require improvement in June 2017, with a judgement of good for personal development, behaviour and welfare. Ofsted acknowledged a range of strengths and we are now looking to appoint an inspirational Headteacher who can build on these strengths, so that Southdale rapidly moves to good.

The Governing Body, staff and children are seeking to appoint a Headteacher who is committed to achieving excellent outcomes for all of our learners, while maintaining and enhancing our distinctive character as a Church of England school.

We are looking for a Headteacher who:

- Has proven, successful leadership experience at a primary level, that will ensure that learning across all cohorts builds effectively on each pupil's attainment.
- Is able to evidence an understanding of current research/developments into effective teaching and learning, and how this could support Southdale's learning journey.
- Is reflective, with good communication and listening skills; able to recognise current strengths, maintaining stability while managing change
- Demonstrates a passion for teaching and learning and believes in maximising the potential of all children and staff to be the best that they can be.
- Is an inspirational role model with strong leadership, management and organisational skills and excellent inter-personal skills.
- Has the ability to sustain and enhance our strong relationships with parents, staff, governors, the community and Christ Church, South Ossett.

We can offer you:

- Delightful children, who are hardworking, enthusiastic and well-behaved, with parents who are keen to engage with their children's learning.
- Supportive, well-informed Governors, who are dedicated to a vision of educational excellence, with a commitment to your continuing professional development.
- A team of caring and committed staff, who seek consistent, outstanding, effective leadership.
- Strong support from the Local Authority.
- Strong support to extend understanding of the expectations of a SIAMs inspection, if required.

If this sounds like you, we warmly encourage you to visit us before you apply. We would be delighted to show you our school and to answer any questions that you may have. Please contact Sam Jones, School Business Manager, at the school office on 01924 277965, who will be able to arrange a suitable date and time for you to visit our school.

Completed application forms should be returned to the school by 29th September.

Shortlisting date: 3rd October, 2017

Interview dates: 11th & 12th October, 2017

At Southdale we are all committed to safeguarding and promoting the welfare of children. Satisfactory pre-employment checks and references will be required. You will also be required to complete an Enhanced Disclosure Application Form and to provide criminal conviction information. Shortlisted candidates will also be required to make a declaration under the Childcare (Disqualification) Regulations.

6. The Role

Job title:	Headteacher
Group of School:	3
Indicative Pay Range:	(7 pts): L15 – L21
Reporting to:	Chair of Governors
Location:	Southdale C of E (VC) School, Ossett
Service Directorate:	Children & Young Peoples Services
The overall purpose of the post of Headteacher:	<p>The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with safeguarding legislation, School Teachers' Pay and Conditions Document, the policies of the Governing Body (including its annual budget), applicable legislation and the policies of Wakefield Council.</p> <p>The Headteacher, working with the Governing Body, Senior Leadership Team and school staff will develop a strategic view for the school in the context of its wider community and will ensure accurate school self-evaluation to inform school improvement planning.</p>





7. The Job Specification

Requirements for the post

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• First degree/teaching certificate and Qualified Teacher Status.• Recent professional development relevant to Senior Management.	<ul style="list-style-type: none">• Have had or be undertaking further study relevant to headship (e.g. Diploma or Higher Degree).• National Professional Qualification for Headship (NPQH).
Experience	<ul style="list-style-type: none">• Background in Primary Education.• Senior management at Headteacher or Deputy Headteacher level.• Curriculum Development responsibility in a core subject.• Successful leadership of a team• Successful and relevant teaching experience.• Can evidence the capacity to fulfil the 2015 HT standards.	<ul style="list-style-type: none">• Have previously worked in more than one primary school.
Qualities & Knowledge	<ul style="list-style-type: none">• Be an inspirational role model with strong leadership, management and organisational skills, who challenges and supports the staff to meet the aspirations the school has for every pupil.• Be passionate about teaching and learning and believe in maximising the potential of all children to be the best that they can be.• Reflective, with good communication and listening skills. Able to recognise current strengths, maintaining stability while managing change• Have the ability to sustain and enhance our excellent relationships with parents, staff, governors, the community and Christ Church, South Ossett. An understanding of the importance of the place of a Church school in the community.• Has excellent inter-personal skills, working with commitment to maintain and further develop partnerships with other schools, parents and the wider community.• Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.• Demonstrate personal behaviour, with positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.• Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.• Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.• Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.• Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.• Able to evidence an understanding of current research/developments into effective teaching and learning, and how it could support Southdale's learning journey.• Positive and consistent, with a good sense of humour.	



7. The Job Specification

Requirements for the post

Pupils and Staff	<ul style="list-style-type: none">• Ensures that children and their well-being are at the heart of all decisions• Can evidence wide experience of effective leadership, impacting on the quality of teaching and learning, so that the teaching profile has moved to good or better.• Demand 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• Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities, enhanced by extra-curricular activities.• Establish 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.• Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.• Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.• Hold all staff to account for their professional conduct and practice.
Systems and Process	<ul style="list-style-type: none">• Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity.• Through positive strategies, provide 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.• 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.• Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.• 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.• Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
The Self-Improving School System	<ul style="list-style-type: none">• 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.• Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.• Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.• Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.• Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.• Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

7. The Job Specification

Responsibility for Resources	
Employees (supervision):	For all staff employed to work at the school (Teaching and Support Staff) except for staff employed to provide school meals/ cleaning through a service level agreement).
Financial:	Overall responsibility for the agreed school budget which includes the setting and overall monitoring to ensure effective spend and income generation
Physical:	Overall responsibility for the physical resources held in school e.g. manual or computerised information; data and records; office and other equipment; tools and instruments; vehicles; machinery; fixtures and fittings; goods, stocks and supplies.

Accountabilities, Context & Challenge of the Post					
TYPE	CATEGORY	PHASE	AGE RANGE	NOR	GROUP SIZE
Church of England Primary	Voluntary Controlled	Junior	7 - 11	327	3
PERFORMANCE					
Requires Improvement. Ofsted June 2017					
SCHOOL DEVELOPMENT PLAN based on Ofsted Areas for Improvement and SATs outcomes					
<ul style="list-style-type: none"> • Improve the quality of teaching, learning and assessment so that they are consistently good by: <ul style="list-style-type: none"> - ensuring all staff have the highest expectations - planning learning effectively so that all groups of pupils are challenged to make rapid progress - developing a broader, balanced curriculum to deepen understanding, skills and knowledge in a wide range of subjects - developing resilience and independence in learning, especially for the most able - maximising the impact of teaching assistants - ensuring high standards of presentation • Improve the impact of leadership and management by: <ul style="list-style-type: none"> - further developing the skills of governors so that they hold the school to account with rigour - further developing the quality of provision for disadvantaged pupils to ensure their progress is good • Improve the quality of the teaching of reading across the school 					



7. The Job Specification

Accountabilities, Context & Challenge of the Post	
PUPILS	
Free school meals	3.77% (2016 to 2017 Integris Yr end report)
English as an additional language	1.7% [NA 20.1%] (Gov.uk comparison website 2015-2016)
Pupil stability	95.6 [NA 95.7] (Gov.uk comparison website 2015-2016)
Looked after children	0%
SEN/school action plus	SEN support 11.32% (2016 to 2017 Integris Yr end report) SEN statement/EHC plan 1.8% (2016 to 2017 Integris Yr end report)
Attendance	2016-2017 96.27% Persistent 5.69% (2016 to 2017 Integris Yr end report)
SCHOOL	
Multiple schools	Stand-alone Junior School, 'loose' partnership with EOCT [Education Ossett Community Trust]
Dispersed sites	No
Budget	Indicative for 2018/19 is in excess of £79k £63k pupil premium 2017/18
Staffing structure	14 Teaching Staff 28 Support staff
Specialist units	No
Extended services	The school appointed an independent, off-site breakfast and after-school club, following interviews. They have fulfilled this role for 8 years.
ADDITIONAL FACTORS	
Leading a teaching school	No
School to school support (excluding regular collaboration)	No
Partnerships	LA, Health, Social Care
Recruitment issues (location/specialism)	No
Governance	The Governing Body has taken steps to attract a wider range of members with relevant experience and is now effectively fulfilling its role.

Sources: Integris Yr end report 2016-2017 and Gov.uk Comparison Website 2015-2016.

Date completed: **September 2017**



7. The Job Specification

Employment checks

The following employment checks are required:

- ☐ **Identity Check**
- ☐ **Childrens Barred List**
- ☐ **Prohibition from Teaching Check**
- ☐ **Evidence of a satisfactory safeguarding check e.g. Enhanced DBS Check**
- ☐ **Evidence of entitlement to work in the UK**
- ☐ **Childcare Disqualification Declaration**
- ☐ **Evidence of Essential Qualifications – see page 2 of this Job Specification**
- ☐ **Two satisfactory references (including current or most recent employer)**
- ☐ **Confirmation of medical fitness for employment**
- ☐ **Registration with appropriate bodies (where applicable)**



8. How to Apply

For information about how to apply for this post please visit:

<http://www.wakefield.gov.uk/residents/jobs-and-learning/jobs-and-careers/how-to-apply>

For further information about School please visit: www.southdalecofe.co.uk

Completed application forms should be returned to the school by:
Friday 29th September 2017

Shortlisting: **Tuesday 3rd October 2017**

Interview dates: **Wednesday 11th & Thursday 12th October 2017**

We are committed to promoting the welfare and safeguarding of children and expect all staff to share this commitment. You will be required to complete a Disclosure Application Form and to provide criminal conviction information.

We look forward to receiving your application for this post. However, should you decide not to apply we would welcome feedback from you.



9. Headteacher Induction

Wakefield Council is committed to supporting all Headteachers' who are new in post.

This might be a first headship or an experienced Headteacher who is new to Wakefield.

Our induction processes aim to:

- support Headteachers' new to their role, or new to Wakefield, to enable them to be fully effective as quickly as possible and become familiar with Wakefield's systems and procedures.
- support new Headteachers' professional development enabling them to continue to improve their skills of leadership and management.

At the conclusion of the induction period the new Headteacher should have a good knowledge of Wakefield Council personnel and procedures and have identified any specific, personal, continuing professional development needs.

There are 6 training opportunities for new Headteachers' spread over the first year of headship.

These are designed to provide appropriate and relevant information to new Headteachers' and those who are new to headship in Wakefield. These include finance, HR and Governance; school improvement planning and self evaluation; safeguarding and health and safety. There are also sessions to support Headteachers' in developing resilience and capacity to deal with difficult situations and people.



10. The Wakefield Council offer

A great place to be a school leader

Wakefield Council is a signatory of the NAHT's Leadership Compact, a profession-led code of practice for employers, and is proud that it works to make the district an attractive and effective environment that enables school leaders to perform. All new headteachers' in the district are supported with an induction programme and the opportunity for mentoring from an experienced colleague.

The quality of education provided by the 141 schools and academies continues to improve. In August 2016, for example, the percentage of 'good' or better schools increased to 85%, with the highest percentage in West Yorkshire reaching the new expected standard for Key Stage Two, and higher Progress Eight than all statistical neighbours at Key Stage Four.

Partnership

Effective partnership working with and between schools is a priority for Wakefield Council. Strong locally-based school collaborations exist in all parts of the district, now brought together in the newly-established Partnership Forum, a school-led strategic body representing all local collaborations. This forum also brings together the Teaching Schools and MATs working in the district and is leading to new opportunities for school leaders to work in partnership to develop leadership capacity at all levels, the sharing of best practice, and improved outcomes for all learners.

Wakefield Council recognises that there are areas of good or outstanding practice in schools of all sorts, and is working with the Partnership Forum to enhance the capacity of further schools to step into sharing their practice with others. Opportunities exist to become a LLE or NLE.

Outstanding Council Services

The Council has a range of service-level agreements through which schools can purchase high quality leadership development, curriculum support, data support, HR and a range of other services. The Council is committed to providing a visit from School Improvement Advisers to all schools and academies even where schools are not purchasing school improvement services – 'Keeping in Touch' visits.

Headteacher's in Wakefield are well-supported by the council's Governor Support Services, ensuring that governing bodies are well-trained, well-clerked and well -advised. Reviews of governance, National College training, mentor support and enhanced recruitment strategies have all strengthened governance of schools.

A range of leadership programmes have been commissioned, including Aspiring System Leaders and Aspiring Middle Leaders programmes delivered by schools for schools. Wakefield Partnership for Initial Teacher Training (WRITT) is the only provider nationally to maintain its 'outstanding' grade when inspected in 2013.

Wakefield Council has maintained a high quality CPD service for schools, which schools are able to access through a service level agreement or on a 'pay as you go' basis. These courses and opportunities such as

'Heads Together' are well-attended and well-regarded. Wakefield also has five Teaching Schools. The two-day residential Headteachers' Conference is an annual highlight of the CPD programme. This has been held in York in recent years with a range of high quality keynote presenters and workshops. The Council's Music Service is also highly regarded, and the Music Hub that it runs has the distinction of achieving the Art's Council's highest rating four year in a row. Over seven thousand children take part in instrumental activities under its auspices every week.



11. Living and working in the Wakefield area

Wakefield and the surrounding towns and villages can offer a great deal to those thinking of relocating to the area. The district has a superb range of housing, from new executive builds and period detached properties to semi-detached and terraced homes, both for sale and to let in the buoyant rental market.

Across the area, there are a range of both public and private schools and two further education colleges, Wakefield College, which is currently undergoing an extensive programme of investment and Pontefract New College, the first sixth form college in the country to be awarded the highest possible grades in all areas under an Ofsted inspection regime which came into force in 2012.

Wakefield College is also launching a University Centre for the city in 2017, offering a wide variety of undergraduate degree and other HE courses.

Transport links and networks are very accessible as the district is located at the crossroads of the M62/M1. The city of Wakefield has a new railway station at Westgate, on the East Coast Main Line, along with 900 rail parking spaces for commuters. In addition, an extensive refurbishment of Kirkgate Railway Station has also been undertaken. For amenities, the city and town centres offer good sport facilities, both public and private, including the leisure and entertainment complex at Xscape, and retail centres hosting big name stores and independent businesses, restaurants and retailers.

The district has seen a renaissance in terms of culture, events and tourism in recent years. For those interested in world class art, visit The Hepworth Wakefield and Yorkshire Sculpture Park, both nationally acclaimed galleries which are part of the Yorkshire Sculpture Triangle. Grass roots arts also flourish, Wakefield has a bi-monthly art walk which includes 18 venues, and The Art House has recently transformed a former Victorian library building into 34 artists' studios and a new exhibition space.

The transformation of Wakefield Waterfront is due to take a significant next step in 2017 as the home to the Tileyard Studios North, a major media and creative industries hub and location.

Heritage gems include The National Coal Mining Museum for England, National Trust Nostell Priory and the remains of Pontefract Castle, which hosts annual Proms at the Castle concert.

Local festivals are as diverse as an annual Miners Gala, Wakefield Festival of Food, Drink and Rhubarb, Pontefract Liquorice Festival, Seaside in the City, Wakefield Lit Fest and a large number of local galas and shows run by local communities.

Open spaces, waterways and country parks are plentiful. These include the Trans Pennine Trail, sailing and watersports at Pugneys Country Park, walking and nature at Newmillerdam Country Park and RSPB Fairburn Ings. You can even take part in wild swimming at Nostell Priory too.

For more information about the district and its communities, take a look at these online resources:

- 'Stats Facts and Maps and Wakefield State Of The District report – the Wakefield Data Observatory
<http://observatory.wakefield.gov.uk/>
- Experience Wakefield – The Wakefield culture and Leisure website:
www.experiencewakefield.co.uk
- To order a Visitor Guide: <http://www.experiencewakefield.co.uk/Brochure.aspx>
- Take a look at 10 of the best local cultural twitter accounts to follow: [http://buff.ly/1jCzSG6](https://twitter.com/buff.ly/1jCzSG6)