

Appointment of Headteacher

Wombridge Primary School



**Required from
April 2021**

Information for Applicants



Thank you for your interest in the Headship at Wombridge Primary School.

Please read the information contained in this pack, which is intended to give you a flavour of the school, as well as to assist you in completing the application form.

The content of this pack includes:

- A copy of the advertisement;
- A job description for the post of Headteacher;
- A person specification for the post of Headteacher;
- A brief introduction to Wombridge Primary School;
- The aims of Wombridge Primary School;
- Governor organisation chart;
- The recruitment process and timeline.

For further information please contact the Chair of Governors via the school's administration team or view our website at:

www.wombridgeprimary.co.uk





The Governing Body wishes to appoint an inspirational leader with a proven track record of delivering outstanding teaching and learning.

We are proud of our motivated children, dedicated staff and engaged parents. This is an exciting opportunity for an ambitious Headteacher.

Our vision is reflected in all aspects of school life:

- Our children thrive academically in a supportive and enriching environment, encouraged by dynamic and dedicated staff.
- We embrace a culture of continuous improvement, which has seen the school develop in every aspect.
- Our exceptional IT resources and our close links with agriculture, provide our children with opportunities for enthusiastic participation and development.
- We engage proactively with the local authority and others to ensure the fabric of the school reflects the educational excellence inside.

We are looking for an ambitious, creative and inspiring individual to build upon the strengths and achievements of the school:

Apple Distinguished School recognition for our innovative use of IT in education.

Strong links and partnerships with the agricultural community leading to the achievement of our Farming and Countryside Award.

A commitment to the performing arts and drama productions.

In return, we can offer you:

A stimulating and rewarding working environment to develop your career

Happy, enthusiastic and highly motivated pupils

Supportive community and a fully engaged governing body

Committed and experienced teaching and support colleagues



Closing date: Noon, Thursday 14th January 2021

Interview dates: Monday 25th and Tuesday 26th January 2021

Visits to the school on the following dates are warmly welcomed prior to application:

- **Tuesday 1st December 2020 between 10am and midday**
- **Wednesday 2nd December 2020 between 1.00pm and 4:15pm**

Please contact the school on 01952 388040 to arrange an appointment.

As part of your written application, please tell us in no more than 500 words how our school ethos of inclusion, respect and high aspirations for all is reflected in your leadership.

Wombridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2020).

As part of our preparations for advertising this post, we asked our pupils to tell us about the skills and qualities they feel a good Headteacher should have. This is what they told us.....





Headteacher Job Description

Position:	Headteacher	Reports to:	Chair of Governors
Line manages:	All staff	Grade:	Group 2 Salary Range L15 - L21 £59,581-£68,347
Responsible to:	The governing body	NOR	234

The Wombridge Primary vision is 'leading the way to life', LEAD – Learning, Enjoyment, Aspiration, Determination which is reflected in all aspects of school life.

Role of Headteacher

To provide dynamic and professional leadership that builds upon the school's success and improvements, ensuring high quality education in order that every child is able to fulfil their true potential. The Headteacher will carry out his/her professional duties in accordance with and subject to the School Teachers' Pay and Conditions Document 2016 and Guidance on School Teachers' Pay and Conditions document (September 2016) namely Part 7, paras 44-48.3, and the key areas of Headship are contained in the DfE National Standards for Excellence for Head teachers (January 2015). This is not a contractual document and the post holder maybe required at various times to carry out other duties that are necessary to fulfil the purpose of the job.

Purpose of the job

- To develop and manage the school effectively and efficiently, providing a clear vision with positive, inspirational leadership. Setting an educational direction for the school and creating a collaborative working environment that allows staff and pupils to flourish and participate in that shared journey.
- To be an ambassador for the school, to promote the school and raise its profile within the community; to act as the first point of contact for all stakeholders and external agencies in all matters that relate to the school.



- To ensure the highest possible quality of education, range of opportunities and standards of attainment for all pupils. Ensuring a well-rounded education for all children and the best possible start to their learning.
- To promote and safeguard the welfare of all children.

We expect our Headteacher to:-

- Develop a strategic vision for our school and steer the school through its next exciting phase.
- Develop with relevant stakeholders, strategic and operational plans in a rapidly expanding area for securing the vision and direction of the school.
- Work with the Governing Body and other key stakeholders to ensure the school's vision is clearly articulated, understood and acted upon effectively by all.
- Ensure that all school policies and procedures are implemented and regularly reviewed and updated and that staff and governors are involved in this process.

Establish, lead and manage our school:-

- Work with the leadership team, staff and governors to rigorously evaluate progress towards targets and outcomes.
- Lead and inspire all stakeholders to be committed to the aims and involved in meeting the short, medium and long term objectives and targets.



- Formulate, implement and continually review the School Development Plan with all stakeholders, reviewing the school's self-evaluation with staff and governors and use it to inform the School Development Plan.
- Liaise frequently with the Chair of Governors and communicate effectively with the Governing Body. Report relevant matters and highlight key issues. Liaise with Telford and Wrekin Local Authority.
- Determine, manage and monitor the school's budget in accordance with T & W guidelines, working with the School Administrators and the Governing Body.
- Ensure compliance with statutory regulations and requirements.
- Ensure that the school buildings, contents and grounds are safe, secure and well-maintained and utilised to their full potential, identifying future needs and opportunities.
- Continue to build a collaborative learning culture within the school and actively engage with other schools, locally, nationally and internationally, and other agencies to build effective learning communities.
- To ensure effective transition from nursery to primary and from primary to secondary school.
- To have overall responsibility for pupil behaviours and discipline.

Appoint, lead and develop our staff:-

- Demonstrate excellent and inspirational leadership skills in developing and motivating the leadership team, so that they achieve their personal goals whilst developing their skills, knowledge and expertise.

- Oversee and co-ordinate performance management of all staff in accordance with current legislation.
- Ensure that students and NQTs are appropriately trained, monitored, supported and assessed in relation to the appropriate standards.
- Liaise with governors in the recruitment and selection of teaching and support staff.

Ensure effective teaching and learning:-

- Ensure that learning is at the heart of strategic planning and resource management.
- Promote an innovative, rich, cross-curricular and exciting curriculum that meets the broader needs of all learners.
- Monitor, evaluate and review the quality of teaching and learning to improve outcomes for our children.
- Inspire, support and challenge our learners to further enhance their excellent educational outcomes and personal development.
- Continually develop high quality assessment procedures and systems for tracking pupil progress and forming appropriate teaching strategies.
- Ensure that all children are enabled to access a broad, balanced and relevant curriculum.
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds.
- Ensure the school environment, including each classroom environment, reflects and supports high quality learning.



- Create a culture and ethos of challenge and support where all children can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- Maintain a consistent and continuous focus on children's progress and attainment, making sure that assessment for learning is of a high standard throughout the school and that all teaching staff use data effectively.
- Demonstrate and articulate high expectations and set challenging targets for the whole school community.
- Encourage new developments in the curriculum and capitalise on local and national initiatives.
- To keep abreast of educational thought and development in order to further good practice.
- Continue to provide a broad and balanced range of extra-curricular activities and learning experiences.
- Promote and maintain a high standard of behaviour.

Be accountable:-

- Be accountable for the efficiency and effectiveness of the school to the Governing Body, T&W Local Authority, all stakeholders and the wider community.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and good standards of achievement and for achieving efficiency and value for money.



- Develop a culture in which all Governors and staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, T&W Local Authority, the local community and OFSTED.
- Ensure that the whole school is committed to safeguarding and promoting the welfare of children and ensuring all the school practices, policies and procedures reflect this commitment.

Work in partnership with our parents, carers and the community:-

- Establish partnerships between parents, carers and our school to support and encourage participation in their children's learning.
- Promote community cohesion by developing our schools' relationship with key stakeholders, local businesses and the wider community. Securing the commitment of parents, carers and the wider community to the vision and direction of our school and its strategic plan for development.
- Contribute to the working of the wider education system by sharing effective good practice, working in partnership with other schools and promoting innovative initiatives.
- Develop and encourage mutually supportive working relationships with relevant agencies.

HEADTEACHER - PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications/ Training		
Education / other	Qualified Teacher Status.	Degree or equivalent. Higher degree qualification, Postgraduate courses. Recognised management qualification
Professional development	Evidence of sustained participation in relevant CPD especially relating to leadership and management.	Participation in work in other schools Qualification in Catholic teaching or leadership e.g. CCRS; MA in Catholic Education; NPQH or equivalent

EXPERIENCE

Teaching	Experience as a classroom teacher. Experience of leadership.	Evidence of wider school leadership. Experience of leading a significant successful initiative. Experience of teaching in a range of schools
Schools	Experience of a wide range of schools.	Experience of leadership and management role in other schools.
Management responsibility	Experience as a Deputy Head teacher / Assistant Head teacher with a proven track record.	Experience as a head teacher, acting head teacher, deputy head teacher with significant management experience.
Resources	Experience of managing financial resources. Experience of performance management of staff.	Experience of managing a significant or whole school budget, appointing and deploying staff resources

KNOWLEDGE & UNDERSTANDING

National context	Knowledge about effective teaching and learning and pedagogy. Knowledge about the DFE 5 year strategy for schools and its implications for schools.	Knowledge of recent Education Acts and other relevant legislation and their implications for schools.
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Learning & Teaching	Practical understanding of effective learning and teaching strategies. Understanding of actions to be taken to promote cultural and racial harmony.	Understanding and use of various and effective models for improving teaching and learning.
Standards	Awareness of strategies to raise pupil achievement, manage behaviour and prevent racism. Understanding how to set and achieve aspirational targets.	Awareness of strategies to improve outcomes for vulnerable groups, including disadvantaged pupils and SEND.
Curriculum	Understanding the planning of the new National Curriculum including assessment, recording and reporting. Experience of planning the curriculum across the age range of the school.	Significant experience of planning the broader curriculum. A clear vision for the curriculum for this school, including underlying principles, values and aspirations for pupils.
Parents and Community	Understanding of the role which can be played by parents and the community in raising standards and develop the school curriculum.	Experience of working directly with parents to raise standards in a variety of ways. Experience of developing effective relationships parents and the local community. Experience of developing effective relationships with other schools in order to raise standards.
Governance	Knowledge of the roles of governors Knowledge of the strategic role of governors.	First hand experience of working with governors in order to formulate a vision for the school and raise standards for pupils.

SKILLS

Leadership	Ability to provide clear vision and articulate values.. Able to motivate pupils and staff. Ability to delegate responsibility, set high standards and provide a focus for	Proven ability to inspire, lead and participate actively in building and sustain a learning community with others within and beyond the school.
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Management	Ability to manage change, monitor and evaluate its impact.	Played a leading role in developing & implementing the School Development Plan
Relationships	Able to establish and develop excellent relationships with all involved with the school. Commitment to the school's wider community, other educational establishments and Children's Services.	Inspires productive relations with all school community including external partners. Takes a lead role in determining direction.
Interpersonal and Communication skills	Ability to communicate effectively and implement strategies across all aspects of the school so that all stakeholders have a clear understanding of expectations and their role. Flexible and approachable. Resilient under pressure. Able to deal sensitively with people and work to resolve conflicts. An understanding of and competent use of ICT	An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration.

ATTITUDES

Education philosophy	A commitment to maintain and improve current levels of achievement through partnership with parents and other stakeholders. A determination to progress school improvement and a desire to fulfil each child's potential. To continue to uphold the ethos of the school.	Inspire and influence others within and beyond school – to believe in the fundamental importance of education in young people's lives and to promote the value of education
Staff development	Commitment to the development of all staff, teaching and non-teaching.	Played a role in establishing an effective staff development programme. Use performance management processes to build a highly effective team and succession plan



Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people	
Equal opportunities	Commitment to equality of opportunity. Commitment to race and gender equality and social inclusion.	

About our School

Wombridge Primary School is an average sized primary school. We currently have 234 pupils on roll across 9 classes. We are located in the heart of historic Oakengates which is close to the 'New Town' of Telford and the world heritage site of Ironbridge.

Through our innovative use of IT we have recognition from Apple Computers as a distinguished school and are recognised as a centre of excellence for IT.

The school has extensive grounds which are used for a range of learning experiences including sporting activities, forest school, outdoor learning and to support with our farming and agriculture award.

The school can offer the successful candidate the following:

- A wide curriculum that engages and motivates the pupils. This is primarily linked to agriculture but recently we have begun to offer more real life experiences to improve the cultural capital of our pupils;
- The school is exceptionally well resourced in Apple equipment which is used to enhance the curriculum; this includes the creation of animations, film making, music production and podcasting;
- A calm and purposeful learning environment. Pupils are attentive, polite and respectful, their conduct is very good. This is going to be further enhanced with the recent appointment of a pastoral manager; We are continuously fostering a can do attitude, developing resilience and a desire to seek out new information within our pupils;



- The pupils thrive on developing and creating productions which they proudly perform to all stakeholders and the local community. The productions are enhanced by the excellent equipment including: staging, lights and sound systems;
- Staff that demonstrate a willingness to take on board new ideas with enthusiasm to ensure the children in their care receive the best possible outcomes.
- A wide range of enthusiastic stakeholders that want to support and ensure the children of Oakengates are receiving the best possible education.

Vision & Aims

Our school vision builds upon the belief that our children can and will 'Lead their way to life'.

To do this we will encourage the children to follow the message of:

L.E.A.D

- Learning
- Enjoyment
- Aspiration
- Determination

Our aim is to both inspire and prepare our pupils to 'Lead the way to life'.

In order to successfully develop pupils who love the challenge of learning, are resilient in their outlook and are curious about the world around them we need to ensure that our school and curriculum is as individual as the children we teach. We need to foster in the children a desire to seek out new information and to deepen understanding, skills and knowledge.



Our Governing Body

Co-opted Governor(s): 4

Mr D Seaton (Chair)

Mr D Ruck

Mr D Harper

Mrs M Hutton

Headteacher Governor(s): 1

Ms S Passey (Acting, from Sept 2020) – Ex-officio

Parent Governor(s): 2

Mrs D Newbold

Mr N Martin

LA Governor(s): 1

Staff Governor(s): 1

Mrs D Smith



THE RECRUITMENT PROCESS

Please return your completed application form to:

shirley.thompson@telford.gov.uk

The closing date for receipt of applications is:

Thursday 14th January 2021 (Noon)

Short listing will take place on:

Monday 18th January 2021

Candidates selected for interview will be contacted immediately after short listing.

Interviews will be held on:

**Monday 25th January 2021
and
Tuesday 26th January 2021**



