# Walwayne Court School

*Ready, Respectful, Safe*

# Headteacher Recruitment Information Pack



## December 2020





# Introduction from the Governors

Dear Applicant,

We are absolutely delighted you are interested in the headship of Walwayne Court primary school commencing on 1st September 2021 and hope the information in this pack is useful to you. We would be really pleased to meet you and invite you to come and visit us to see our vibrant school in action.

We believe that the essential prerequisites for learning and creativity to happen are happiness and wellbeing; that everybody should have the opportunity to develop skills, knowledge, mindset and confidence with a smile on their face; and that if our whole school loves what they are doing, it will follow that our children, colleagues and community will achieve their full potential.

We are looking for a headteacher with the flexibility to:

- React appropriately and directly in a crisis,
- Apply experience and best practice when presented with familiar challenges, and
- Inspire a culture of leadership in the whole school; preparing our learning community for the future.

We believe this translates into four broad focuses in the immediate future:

1. Teaching

We need consistent, first-class teaching in our classes. This should feature a broad and diverse curriculum, accessible to all our children. It will be reflected in our attainment results and our pupil's readiness for transition to secondary school.

2. Culture

We need a collective culture of leadership, with self-awareness and responsibility at its core. This should feature an environment of trust and honesty where mistakes are used as an opportunity for learning and challenge is encouraged. It will be reflected in the progression of our colleagues and pupils.

3. Communication

We need to foster a spirit of collaboration with our learning community. This should feature community input to our vision, aims and objectives, and their involvement in school. It will be reflected in how enthusiastic families and local people are to be involved in the school.

4. Creativity

We need a learning community that is adaptable and prepared for the challenges of the future. This will feature a sustainable approach to managing the school, and an open, collaborative approach to change and improvement. It will be reflected in how financially viable the school continues to be, and the willingness of our community to experiment with, and adapt to change.

We currently have a wonderfully enthusiastic cohort of 280 pupils on roll across 10 classes. The children are engaged and motivated, and live by the school values – Ready, Respectful, Safe. Whenever I am in school, I am always struck by their curiosity, and seemingly endless capacity to find opportunities in everything to have fun and learn.

We are proud to offer an extremely talented and professional workforce, consisting of colleagues with a variety of experience, and more than enough potential to progress and develop into leadership roles. We are certain there are multiple future headteachers among them, and we are particularly pleased and impressed with the quality of newly qualified teachers we have recruited over the past few years.

We also offer a dedicated governing body, who are keen to coach, challenge and support the new headteacher in developing the school effectively, and committed to building leadership capacity in the whole of our school community. We are excited to create an inclusive, aspirational and challenging vision for the future with our new headteacher.

We believe Walwayne Court represents a safe and exciting opportunity for an enthusiastic headteacher to develop themselves and showcase their leadership in building an outstanding education community.

We welcome visits to our school during January 2021. These will adhere to Covid-19 guidelines. If you would like to arrange a visit please contact Sharon Buxton, School Business Manager, by emailing sbm@walwaynecourt.wilts.sch.uk or telephoning 01225 776886.

If you would like to apply, please visit jobs.wiltshire.gov.uk to submit an online application form and covering letter no later than **Monday 1st February 2021**. CVs will not be accepted.

We wish you all the very best of luck in your application and look forward to hearing more from you.

Yours faithfully

Andrew Morrison

Co-Chair of Governors
Walwayne Court School



# Our school

At Walwayne Court School our educational experiences inspire enjoyment and engagement to promote well-being for everyone, enabling them to fulfil their potential so that children have a sense of their role and place in the community.

The members of our school make this a special place in which children can grow into young citizens who are happy, kind to each other, confident and academically ready to take on the world and embrace the challenges that lie ahead.

Respect is at the heart of everything that we do at Walwayne Court School. The values 'Ready, Respectful, Safe' apply to all members of our community: children, staff, governors, parents, grandparents and volunteers alike, ensuring that this school is a happy place to come to. It is through this ethos that we all work together to provide a stimulating and purposeful learning environment. We pursue excellence through well-resourced classrooms and an enthusiastic, committed staff. Above all, we believe that in order to achieve the best for our children, it is essential that we work closely in partnership with parents, carers and pupils to support them throughout their time at Walwayne Court School.

We provide primary education for 4 to 11-year-olds in three stages: Foundation Stage, Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3 – 6). There are ten classes across the school, a number of which have mixed year groups. In the Early Years Foundation Stage and Year 1 our teaching model is based around continuous provision, progressing on to more formal methods of teaching in the later years. The school has a very strong team of teaching staff, ably supported by dedicated support staff including teaching assistants, midday supervisory assistants, administrative and premises staff. There is a highly committed governing body and a dedicated parent teacher association (Friends of Walwayne Court School – FOWCS).

Our school is set in single level buildings in spacious grounds. The main building consists of a central corridor serving eight classrooms, two intervention rooms, an ICT suite, a well-stocked library area and a spacious hall. There is also a large staff room, First Aid room, offices, and a music room used frequently by multiple peripatetic music teachers. We are very fortunate to have a large teaching kitchen suitable for use by the children. There is a mobile building housing the remaining two classrooms, and we have a further intervention room on the edge of the playing field. All areas of the school are equipped with various computing facilities including desktops, laptops and iPads.

Our beautiful, extensive grounds include a large playing field and large playground, woodland, a pond, and various play equipment. We also have a Playpod. To the front of the school there is a further playing field, a wild garden, a polytunnel and a large vegetable garden. We also have a forest area where children undertake Forest School, gardening and DT projects. All of the above support our curriculum experiences. A child's education at Walwayne Court School will feature many opportunities to learn outside the classroom and through first-hand experience. Local visits around the town are common and trips further afield are also planned where this enriches the children's learning experiences. In Years 5 and 6 we also take the children on a residential trip. Opportunities for the children to perform and exhibit their work include nativities and plays, concerts, assemblies, and special events as part of specific topics and themed curriculum weeks.

There is a strong community in the local area and we have very strong links with many of the other schools in Trowbridge through our membership of Collaborative Schools Limited (CSL). Through this collaboration we are able to share good practise, participate in whole town and inter-school events and take advantage of cost benefits in multiple areas. There is also a good working relationship with the secondary schools where our children progress to in Year 7. The majority will move on to The John of Gaunt School, whilst a few opt for Clarendon Academy, or St. Laurence in Bradford-on-Avon.

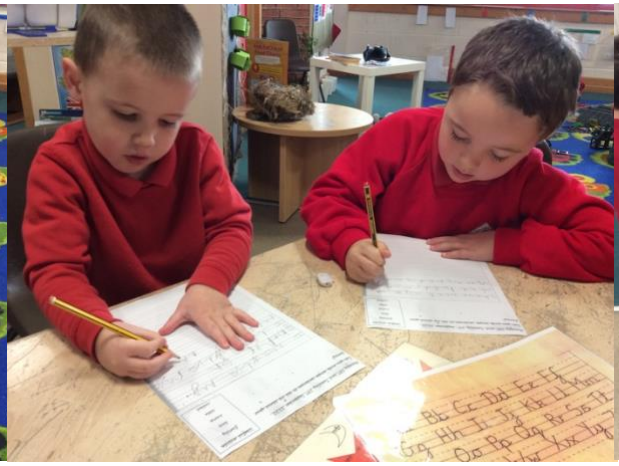
Please click here for a virtual tour of our school.



# Location

Trowbridge is the county town of Wiltshire, with an expanding population in excess of 45,000. Situated on the River Biss in the west of the county, the town is well connected by road and rail and lies just 11 miles south east of Bath. Trowbridge is steeped in industrial and architectural history, having been at the forefront of the wool industry as long ago as the 14th century, as well as being the home of many well-established local businesses. The Kennet and Avon canal to the north of Trowbridge has also played an instrumental part in the town's development. Today many larger business chains occupy the shopping and commercial areas. The town also boasts a number of green spaces, both in the town centre and surrounding countryside. Numerous housing estates across Trowbridge make it a popular place for families to bring up their children.

Walwayne Court School is located on the north west edge of Trowbridge, in the centre of the Broadmead estate, a sought-after area for younger and older generations alike. The area is complemented with a Tesco Express, local fish & chip shop, chemist, and lots of open space that is well used by families, dog walkers and children. At the back of the school is a woodland area and community pond, looked after by a local residents' association. The town centre, railway station and the three Trowbridge secondary schools are all within walking distance.



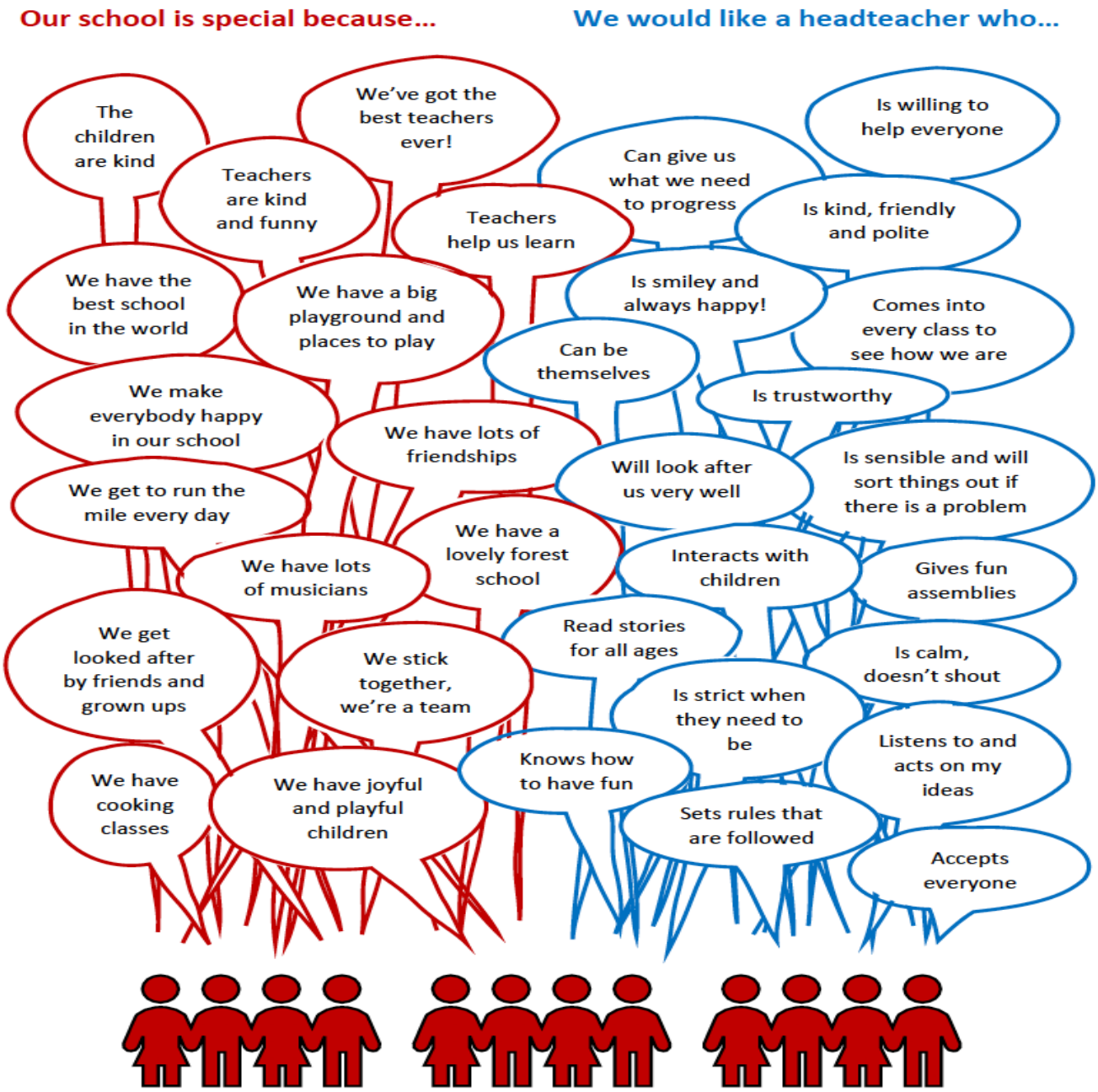
# Key information

| | |
|---|---|
| **Type of school** | Community Primary (Local Authority Maintained) |
| **Age range** | 4-11 |
| **Location** | Trowbridge, Wiltshire |
| **Budget** | £1.3m |
| **Headteacher salary** | L14-21 |
| **Number of teaching staff** | 12.9FTE |
| **Number of pupils on roll** | 280 |
| **PAN** | 294 |
| **Number of classes** | 10 |
| **Average class size** | 28 |
| **Attendance** | 97.3% |
| **Date school established** | 1991 |
| **Children with SEN** | 21.0% |
| **Children on FSM** | 12.9% |
| **Children with EAL** | 13.2% |
| **Children in receipt of Pupil Premium** | 12.9% |
| **Latest Ofsted report** | Short inspection (November 2016)<br>Full inspection (January 2012) |
| **School website** | walwaynecourt.wilts.sch.uk |
| **School email** | admin@walwaynecourt.wilts.sch.uk |
| **School telephone** | 01225 776886 |




# What is special about our school and what would we like from our new Headteacher?

**Our children say:**



| | |
|---|---|
| **Our parents and carers say:** | Our school is special because it…<br>• has a committed staff<br>• aims to be the best<br>• is forward thinking<br>• has great grounds<br>• is community centred<br>• is a nurturing, happy, kind and caring place<br>• has polite children<br>• communicates effectively<br><br>We are looking for someone who…<br>• is prepared to create a strong vision of innovative, creative and current teaching pedagogy<br>• will continue to build on the ethos of kindness, care and every child matters<br>• understands special needs children, including those with hidden disabilities<br>• is approachable with parents and children alike<br>• drives the school to be the best in a fun and positive way<br>• helps push the children to achieve more<br>• is community minded<br>• is a good communicator with children, parents and teachers<br>• is visible at school and has a strong presence<br>• is a clear role model<br>• has a desire to build the reputation of the school |
| **Our staff say:** | Our school is special because…<br>• all the staff are supportive of each other<br>• all the children and staff value the school<br>• all the staff respect each other's opinions<br>• we all offer our support where we can<br>• it has a welcoming, friendly, family feel<br>• everyone (staff and children) support and care for each other and every child matters<br>• our school makes staff feel valued; the caring ethos of SLT reflects onto the children who in turn will thrive in that environment academically and grow into well rounded confident pupils<br><br>We would like someone who…<br>• is open and welcoming<br>• we all know will be there for us no matter what<br>• checks in on us throughout the week to ensure we are okay<br>• offers support when we need it / directs us to someone who can help<br>• encourages staff development in middle and senior leadership roles<br>• will tell me if I am not doing something correctly and what I need to do to change it<br>• will see themselves as part of our team rather than just being our leader<br>• will value and support staff wellbeing<br>• is approachable and will listen to staff ideas and views<br>• is open, honest, approachable and supportive to all in our school community |




# Job Description

This Job Description is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to fulfil other duties commensurate with the role. The Job Description may be periodically reviewed and amended in consultation with the postholder.

**Overriding requirements**

The professional duties of the Headteacher are contained in the School Teacher's Pay and Conditions document and the key areas of Headship are contained in the DfE Headteachers' Standards. The post holder will carry out duties in accordance with these documents alongside this Job Description.

Key to this is good leadership. The Headteacher should demonstrate the flexibility in identifying the appropriate leadership style and putting it into practice for each and every challenge. This translates as:

- Reacting with urgency and decisively in an emergency;
- Applying experience and best practice when presented with familiar challenges; and
- Inspiring a culture of leadership in the whole school, to tackle complex challenges and wicked problems.

**Key Responsibilities**

| | |
|---|---|
| **Strategic Direction and Development of the School** | • Strategically lead and manage a thriving school, ensuring high quality education for all of its pupils and improved standards of learning and achievement.<br>• Inspire, lead and support a highly skilled and professional staff who are committed to continually developing their approach to teaching, learning and assessment.<br>• Inspire the whole school community to develop leadership capacity and take ownership of the school<br>• To work alongside governors and staff to provide the vision, direction and leadership of the school.<br>• Develop, appraise with governors, and implement a School Development Plan which identifies priority areas for improvement and implements effective strategies to achieve this. |

| | |
|---|---|
| **Culture** | • Promote an environment where challenge is encouraged and celebrated as an opportunity for learning and development.<br>• Establish a culture of leadership, where all are encouraged to take ownership of achieving their full potential.<br>• Build a creative spirit that is proactive and engaged with transformational change and is adaptable for the future.<br>• Embed an inclusive and positive ethos which promotes successful social, physical, moral and spiritual development.<br>• Inspire a culture of professionalism with staff upholding the principles of transparency, trust and two-way communication.<br>• Provide an environment for learning that is ambitious for all children so that they can develop their strength and skills both academically and through extra-curricular activities. |
| **Teaching & Learning** | • Promote and secure good teaching, effective learning and high standards of achievement.<br>• Continually review and improve teaching methods throughout the school, utilising established and innovative approaches.<br>• Ensure the effective utilisation of formative and summative assessment.<br>• Ensure that statutory assessment requirements are met.<br>• Use robust data monitoring systems strategically to support and improve standards.<br>• Challenge underperformance at all levels and ensure effective action to rectify areas requiring improvement. |
| **Curriculum** | • Assess, monitor and evaluate a stimulating, broad and balanced curriculum that is flexible and inclusive.<br>• Ensure that subject leaders monitor, review and adapt the curriculum regularly to meet the needs of all pupils including vulnerable learners, those of higher ability and those with English as an additional language.<br>• Extend staff knowledge of current curriculum developments and technology to support a broad and balanced curriculum. |
| **Behaviour** | • Promote high standards of behaviour for all pupils in line with the school behaviour policy.<br>• Ensure all adults in school are role models for exemplary behaviour and that they deliver a fair and consistent approach to behaviour management.<br>• Ensure that expectations are understood by all children and staff, including when representing the school within the wider community. |
| **Additional and Special Educational Needs & Disabilities** | • Ensure the school fulfils its statutory duties regarding the SEND code of practice.<br>• Ensure that the school works with parents, carers and outside agencies to achieve the best possible outcomes for children with additional needs.<br>• Promote an inclusive environment that encourages all children, particularly those with additional needs to achieve their full potential.<br>• Ensure any barriers to learning are effective and strategically managed. |

| | |
|---|---|
| **Professional Development** | • Shape the current and future standard of teaching through high quality training and sustained professional development for all staff.<br>• Ensure that teaching and support staff have the information and resources required to carry out their professional duties and that any statutory training is up to date. |
| **Organisational Management** | • Implement and maintain an effective management structure.<br>• 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.<br>• Deploy resources available, including staff, appropriately.<br>• Allocate workload within the capabilities of staff and have a duty of care regarding staff welfare including work/life balance.<br>• Prioritise funds using sound financial management adhering to relevant regulation and policies and utilising support from the School Business Manager.<br>• Ensure that children, staff and visitors are provided with a safe environment and that Health and Safety legislation is adhered to.<br>• Comply with safeguarding requirements and have a thorough knowledge of safeguarding policies and procedures. |
| **Working in Partnership** | • Work with other schools to develop best practise and obtain best value.<br>• Develop links with the local community and its representatives, seeking opportunities and encouraging others to raise the profile of the school.<br>• Communicate effectively with parents and carers and engage them in the education of their children and the wider school vision.<br>• Work with the school community to manage and maintain the well-kept building and extensive grounds.<br>• Work effectively with 'Friends of Walwayne Court School' (FOWCS). |
| **Governance and Accountability** | • Work closely with the Governing Body and its sub-committees and secure a positive working relationship with all Governors in the best interests of the school.<br>• Provide information, objective advice and support to the Governing body to enable it to meet its responsibilities – in particular its functions to set school strategy and hold the Headteacher to account for pupils, staff and financial performance – recognising that the Governing body is accountable for the success of the school.<br>• Work with the School Improvement Advisor to identify strengths and weaknesses in the school environment and use this information to support the strategic direction of the School Development Plan.<br>• Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement. |




# Person Specification

The person specification shows the key abilities and skills we are looking for in our new Headteacher. The selection process will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context. Candidates are required to evidence 'Threshold' criteria in order to be considered for interview.

**T=Threshold E=Essential D=Desirable**

| Specification Categories | Criteria for short listing and appointing: evidence of the following is required | T/E/D |
|---|---|---|
| **Educational qualifications and experience** | Qualified Teacher status | T |
| | Evidence of successful strategic leadership and management experience as a Deputy Head or Headteacher, preferably within the primary phase | E |
| | Evidence of further advanced qualifications, training or research | D |
| **Strategic direction and development of the school** | Proven record of providing a clear educational vision and direction and leading by example | E |
| | Evidence of working in partnership with a governing body | E |
| | Evidence of introducing effective strategies for improvement | E |
| | Proven track record of prioritising and managing change successfully | E |
| | Ability to set, interpret, monitor and manage a budget and work in collaboration with the School Business Manager | E |
| | Ability to manage, monitor and review the use of all available resources, ensuring best value | E |
| | Ability to effectively promote and implement the processes necessary to safeguard and uphold the welfare of the children | T |

| | | |
|---|---|---|
| **Developing self and managing colleagues** | Ability to lead, manage and motivate the whole school community effectively | E |
| | Evidence of working collaboratively with a school community to build an open, fair and equitable learning community that supports professional and personal development | E |
| | Managing own workload and the work of individuals and teams, providing support when necessary and delegating where appropriate, including evidence of work/life balance and staff well-being | E |
| **Teaching and learning** | Show understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school | E |
| | Evidence of using appropriate data to monitor pupil progress, set challenging targets and identify areas for improvement | E |
| | Successful experience of monitoring, evaluating and improving the quality of teaching and learning | E |
| | Cultivating a spirit of challenge and support where all pupils can achieve their potential | D |
| **Wider community** | A proven track record of creating strong, positive links with the wider community | E |
| | The ability to collaborate effectively with other schools and with a range of strategic partnerships | E |
| | Evidence of collaborating with other agencies, and with parents and carers, to enhance pupils' achievement and personal development | E |
| **Personal qualities and philosophy** | Effective interpersonal, communication and presentation skills; both written and oral | E |
| | Evidence of high individual achievement and personal development for staff and pupils | E |
| | Strong commitment to school improvement and raising achievement for all | E |
| | Having the capacity to make difficult decisions in the interests of children and the school as a whole | D |
| | Inspire trust and commitment from the staff, the children and the wider school community | D |




# Selection Process

If you would like to apply, please visit jobs.wiltshire.gov.uk to submit an online application and covering letter no later than **Monday 1st February 2021**. Your covering letter (no more than two sides of A4) should focus on how you meet the criteria outlined in the person specification. Any assertions made should be backed up with evidence. **CVs will not be accepted.**

Interviews will take place on Thursday 4th and Friday 5th March 2021. Those invited for interview will undertake a range of activities on Day 1 . The Governors will then evaluate the outcomes of Day 1 and invite selected candidates to interview on Day 2.

In the event a decision is reached that none of the candidates are suitable for the role, the governors reserve the right not to appoint, and to readvertise the position.

**Walwayne Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.**

**The successful applicant will be subject to an Enhanced Disclosure and Barring Service check before appointment is confirmed.**

# Our school in pictures

Please forgive the unsightly fencing, which is currently segregating our playground for Covid-19 reasons.  To view a virtual tour of our school please click here.

