

HEADTEACHER CANDIDATE PACK



Welcome Letter

Dear Applicant

We are so pleased that you are considering applying for the post of Headteacher at Wixams Academy, a thriving, fully-subscribed school at the centre of Wixams, a new town, to the south of Bedford. It's a school that is on a rapid improvement journey. A lot of progress has been made since inspection in May 2022 when the school was rated as 'Requires Improvement' particularly with the implementation of a rigorous centralised behaviour system and changes we have made to pupil voice across the school. The quality of education across the school is good and our outcomes in 2023 are pleasing and better than 2022 despite tougher national awarding. Pupils now behave well but this needs to be fully embedded into the school culture and ethos. Our approach to personal development is robust and was rated as Good by Ofsted in May 2022.

We are looking for a Headteacher who can build on this improvement work over the last year, but importantly can drive forward expectations and standards so we can achieve exceptional outcomes for our pupils. It is an exciting moment for the school as the school is also expanding in size from a school with 932 pupils currently to up to 1750 pupils by 2030. There is a capital extension programme that will be completed by August 2023 with a state of the art 35 room teaching block, additional sports hall, and an all-weather sports pitch.

The trust is also going through a period of change as we are currently publicly consulting on and working towards a merger with Knowledge Schools Trust to create a merged trust of 9 schools with a regional hub in the Bedfordshire and Buckinghamshire. This is an exciting moment for the right candidate to propel the school forwards.

With best wishes

Hywel Jones
Chief Executive Officer
BCAT



Welcome to Wixams Academy

We are delighted to welcome you to Wixams Academy. We set out to offer the very best for all our pupils, both academically and to develop them as individuals. Wixams Academy is a place where we celebrate both inclusivity and diversity. We are exceptionally proud of our academy, and will continually look to inspire ambition in our pupils to always work hard and be kind to each other.

It is an exciting time across the Academy, in 2024 we move into the second stage of our brand-new teaching block and sports facilities. This will enable us to build on the fantastic GCSE results pupils gained in 2023 and offer even more opportunities beyond the classroom through our rich and varied extra-curricular offer.

We are in the very heart of Wixams, and this is reflected in the community feel within our academy. We have an energetic and talented staff committed to the achievement of our young people. Everyone has a part to play at Wixams and everyone is listened to. If we or our team can help in any way then please do feel free to contact us.

Chris Stainsby
Interim Principal



Academy Vision

Our vision is to provide all of our pupils with a first-class education comparable with the very best schools nationally. We also aim to develop those skills and qualities in our pupils' character which, hand-in-hand with exam qualifications, will deliver success and resilience in later life. When our pupils leave us, they will be fully qualified, motivated and personally equipped to succeed in life and contribute to a rapidly changing world.

Academy Values

- **Determination** - having the grit and resolve to never give up
- **Respect** - treating everyone as an equal
- **Responsibility** - owning our behaviour and actions
- **Community** - contributing to the Academy and wider community
- **Honesty** - being true to each other and ourselves
- **Compassion** - showing empathy for others





Job Description

Working arrangements: Full time

Location: Wixams Academy, Wixams, Bedfordshire

Pay-range / point: Highly competitive
(with a relocation package where relevant
for an exceptional candidate)

Responsible to: CEO

An exceptional Headteacher is sought for the Wixams Academy, a growing, fully-subscribed school just south of Bedford. Wixams Academy offers a broad and balanced curriculum at Key Stage 3,4 and 5. There is strong emphasis on academic achievement. We hold high expectations for all pupils and insist that our pupils are well behaved and work hard.

Wixams Academy's characteristics and objectives are:

Key Characteristics

- High aspirations, with a firm emphasis on academic attainment.
- Strong discipline through a centralised behaviour system.
- A competitive atmosphere, with a broad range of extra-curricular activities in the sports and arts.
- Outstanding pastoral care and highly effective specialist support for SEND pupils.
- Active parental and community involvement.
- A broad range of extra-curricular activities with state-of-the-art facilities.
- A growing school which will increase in size from 932 pupils currently to 1750 pupils by 2030.

Objectives

- Encourage all children to be confident, hard-working and ambitious, regardless of background.
- Ensure that pupils have a broad general knowledge through a range of subjects, can think for themselves and take part in a broad range of extra-curricular activities.
- Ensure high levels of pupil attainment and progress with a good pass in eight GCSE subjects, including Mathematics, English, English Literature and an increasing emphasis on the EBACC range of subjects.
- Encourage every pupil who meets the entry criteria to stay on in the Sixth Form.
- Attract and retain outstanding teachers.

Job Purpose

To deliver and sustain the delivery of an academic curriculum to pupils of all abilities and background through the use of evidenced-based teaching methods, to ensure exceptional outcomes for all pupils across key stage 3,4 and 5.



Key Tasks and Responsibilities

Strategic Development

1. Liaise with the CEO to set a whole school strategy to realize the vision of becoming one of the best state schools in the country with particular focus on solidifying our new sixth form.
2. Challenge educational under-achievement and inspire children to reach their full potential.
3. Establish and develop the school as a centre of educational excellence and success in the area, developing partnerships with pupils, parents, the local communities and other schools.
4. To embed our behaviour expectations across the school.
5. Manage the organisational and educational change necessary to achieve and sustain success with a particular emphasis on developing a positive, supportive and sustainable staff culture.
6. Report regularly as required to the Local Advisory Board and undertake all activities detailed as Headteacher responsibilities in the Trust's scheme of delegation.
7. Establish, implement and monitor the operation of policies and procedures to successfully deliver the school's strategic development.
8. Develop, Implement and maintain the schools' annual school improvement plan and self-evaluation procedures.
9. Develop and implement a clear and effective staffing strategy.
10. Set and manage school finance budgets to operate within the guidelines of the Trust.
11. Instil a culture of common accountability in all staff for pupil performance and attainment.
12. Ensure all statutory requirements are met.



Teaching and Learning

1. Advocate and develop methods of teaching and learning, that are evidence based, to meet the needs of pupils of all abilities through the continuing development of a stimulating, rigorous, curriculum.
2. Provide a sound foundation for pupils' learning and monitor progress carefully.
3. Recognise and celebrate the approach of the school by encouraging participation in and delivering a wide ranging and high quality extra-curricular programme.
4. Provide a safe and healthy environment in which pupils' wellbeing and welfare can be nurtured.
5. Foster a lively and welcoming ambience in which impeccable standards of behaviour are consistently shown by all pupils.
6. Report each term on the school's educational performance to the Local Advisory Board.

Leading and Managing Staff

1. Take overall operational responsibility for the leadership, internal organisation, management and daily running of the school.
2. Oversee recruitment and selection of outstanding Teaching and Support staff to meet the short- and long-term needs of the school and its pupils.
3. Maximise the contribution of all staff to improving the quality of education provided and standards achieved through development and effective implementation of staff policies, procedures and working practices.
4. Manage effectively the deployment, appraisal, performance and development of all staff.
5. Exercise the school's duty of care regarding staff welfare including building a nurturing and inclusive culture of high- expectations and achievement.
6. Promote, encourage and support initiative and team working, both within the school.

Financial Management

1. Work with the CEO and Trust's finance team to advise the Local Advisory Board on the formulation of the annual budget in order to ensure that the school secures its objectives.
2. Plan, manage and monitor the curriculum within the agreed budget; optimizing staffing arrangements, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration control.



Communications and Partnerships

1. Ensure that parents and pupils are well informed about curriculum, attainment and progress and are able to understand targets for improvement.
2. Develop and sustain positive working partnerships with parents and carers.
3. Develop and encourage good relations between the school and the local community.
4. Work effectively with all external agencies.
5. Develop strategic relationships with key stakeholders such as local authorities and local schools for the ongoing benefit for pupils.

Safeguarding

1. Bedford College Academies Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The Headteacher, Governors, the Trust's Central Team, and all staff are responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

General

1. Actively contribute to and promote the ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos of the Trust is promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Chief Executive Officer.



Person Description

| Qualifications | Essential | Desirable |
|---|--------------------------|--------------------------|
| First degree | <input type="checkbox"/> | |
| Qualified Teacher Status (QTS) | <input type="checkbox"/> | |
| Recent professional development relevant to a senior leadership role in an educational setting | <input type="checkbox"/> | |
| NPQH | | <input type="checkbox"/> |
| Relevant post-graduate qualification in leadership | | <input type="checkbox"/> |
| Experience and Knowledge | | |
| Recent successful experience at Headteacher, Deputy Headteacher or Assistant Headteacher level, including having led and managed a successful academic sixth form | <input type="checkbox"/> | |
| Recent successful experience at Deputy or Headteacher level within the Secondary phase | | <input type="checkbox"/> |
| Has operated as a Headteacher or Deputy Headteacher within a mixed ability diverse comprehensive environment | <input type="checkbox"/> | |
| Proven leadership and management experience and expertise at senior management level: | | |
| <ul style="list-style-type: none"> • Curriculum development • Policy Development • School improvement planning and delivery • Performance management • Working in partnership with parents and external agencies | <input type="checkbox"/> | |
| Challenging, influencing and motivating others to attain high goals | <input type="checkbox"/> | |
| Building a positive, supportive and sustainable staff culture | <input type="checkbox"/> | |
| Record of successfully implementing initiatives to raise standards | <input type="checkbox"/> | |
| Experience of analysing and using school performance data to target and drive school improvement | <input type="checkbox"/> | |
| Successful leadership of strategic initiatives | | <input type="checkbox"/> |
| Relevant experience in more than one school | <input type="checkbox"/> | |
| Successful and varied teaching experience throughout the relevant phases / key stages | <input type="checkbox"/> | |
| Relevant financial experience in setting and managing to budgets | <input type="checkbox"/> | |
| The ability to work with sensitivity at the head of, and in the midst of, a diverse leadership and teaching / support staff team | <input type="checkbox"/> | |

Person Description

| Key Skills and Attributes | Essential | Desirable |
|---|--------------------------|-----------|
| Understanding of SEN | <input type="checkbox"/> | |
| Commitment to an educational provision of the highest quality | <input type="checkbox"/> | |
| Ability to communicate effectively with a wide range of people | <input type="checkbox"/> | |
| Ability to work under pressure and to time and targets | <input type="checkbox"/> | |
| Ability to prioritise and delegate appropriately, but also knows when to accept support from others including colleagues and governors | <input type="checkbox"/> | |
| Ability to develop and maintain good working relationships | <input type="checkbox"/> | |
| A commitment to maintaining the school's distinctive ethos and values of the Trust | <input type="checkbox"/> | |
| Evidence of commitment to model the school's ethos and philosophy | <input type="checkbox"/> | |
| Experience in delivering strategies which encourage parents and carers to support their children's learning | <input type="checkbox"/> | |
| Evidence of committed to involving parents and the community in supporting the learning of children and in defining and realising the school's vision | <input type="checkbox"/> | |
| Evidence of ability to manage personnel issues with tact and sensitivity, defusing tensions and seeking resolutions. | <input type="checkbox"/> | |
| Proven ability to think creatively and bring fresh ideas | <input type="checkbox"/> | |
| Counselling and mediation skills | <input type="checkbox"/> | |
| Other Qualities | | |
| Proven ability to deliver strategies which encourage parents and carers to support their children's learning | <input type="checkbox"/> | |
| Commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision | <input type="checkbox"/> | |
| Ability to think creatively and bring fresh ideas to the school | <input type="checkbox"/> | |
| Understanding of good practice in school financial leadership and management | <input type="checkbox"/> | |



How to apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Vonya Campey at Academicis, our recruitment partner, on vcampey@academicis.co.uk or by phone on 07340 010983/01223 907979

Closing date: 5th December 2023

Shortlisting: 6th December 2023

Interviews: 12th & 13th December 2023