



**Woodland
Academy Trust**

Ignite the spark, reveal the champion

Recruitment Pack

Headteacher

Knockhall Primary School



AMBITION



COLLABORATION



COMPASSION



EXCELLENCE



INCLUSIVITY

Ignite the spark, reveal the champion

Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,



Nav Sanghara, Trust Leader (CEO)

About our Trust

Woodland Academy Trust was formed in September 2011 and consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



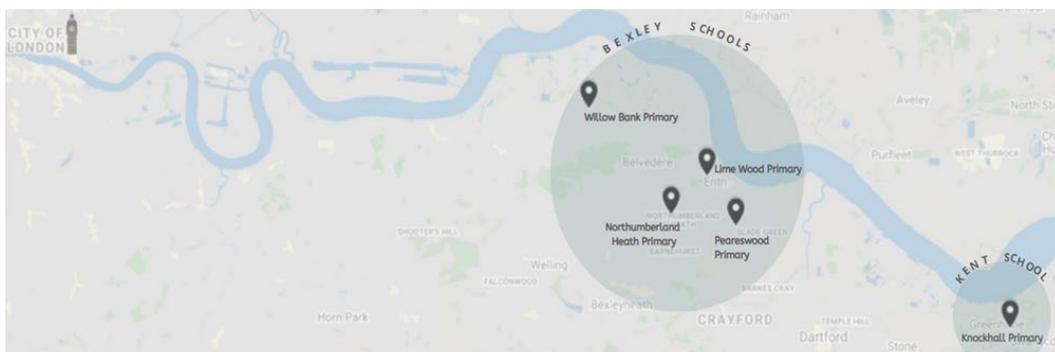
COMPASSION



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About Our School



Knockhall Primary School is a two-form entry school situated at the heart of the community in Greenhithe, Kent.

Knockhall Primary values the relationships it holds with their children, their families, the school and wider communities in order to secure the best outcomes for the children at each stage of their primary learning journey. They pride themselves on their commitment to communication and inclusion for all and value the contributions made by their children's parents and carers.

Their values of honesty, respect, teamwork and pride prepare and equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives.

Knockhall believes in the concept of lifelong learning and that the learning they provide is a rewarding and enjoyable experience for everyone.

Knockhall Primary School



 www.knockhallprimaryschool.co.uk 

Knockhall Primary School,
Eynsford Road,
Greenhithe,
DA9 9RF

 01322 382053

The Role

Role:	Headteacher
Contract:	Full time / permanent
Salary:	Leadership scale, negotiable dependant on experience
Start Date:	To be agreed depending on the successful candidate's notice period

Woodland Academy Trust is thrilled to be currently recruiting for a Headteacher at Knockhall Primary School. Knockhall Primary is a two-form entry school situated at the heart of the community in Greenhithe, Kent and is committed to giving every child the best support possible to fulfil their potential. The school values of 'Teamwork, Respect, Honesty and Pride' are embedded throughout all they do to enable their pupils to go on and have successful life experiences.

As our Headteacher, you will have the courage to lead the school with compassion and keep the children and community at the heart of all decision-making. This is an exciting opportunity to use your passion, values and drive to expand and develop the vision of the school in achieving excellence.

You will have a proven track record of leadership experience and demonstrate their skills in successful school improvement and motivating colleagues through change. You will work closely with other members of the established leadership team to provide the highest quality education throughout the school.

We are looking to speak with candidates who have vision, drive and ambition to build on the school's journey so far and help the school to reach its vision for excellence.

As a Headteacher within our Trust, you will work collaboratively with other leaders across the Trust to come together as a united team of educational professionals to develop the vision of the Trust across our entire community.

For further information or to arrange an informal chat about the role, please contact recruitment@watschools.org.uk

For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).

Applications

To apply online, please select the quick apply button on the vacancy webpage.
<https://www.tes.com/jobs/vacancy/headteacher-kent-1900516>

We want to ensure that our recruitment process is accessible to all. If you would prefer the application form and material in an alternative format or you would like to know more about our recruitment process, please email recruitment@watschools.org.uk

Application Deadline: 14th September 2023

Interviews: 22nd September 2023

Please note that due to the volume of applications we receive, we reserve the right to close this position early should a suitable candidate be found. Therefore, early application is advised.

Visits to the school are warmly encouraged. Please contact recruitment@watschools.org.uk to arrange.

Diversity and Inclusion

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities.

Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children our staff teams need the opportunity to be the very best they can be too.

We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas to improve self and our practice;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

Job Description

Role:	Headteacher
Contract:	Full time / permanent
Salary Range:	Leadership Scale
Reporting to:	Director of Education

Core Purpose of the Role

The Headteacher is required to work with the Trust Executive Team, the Local Academy Committee and other leaders within the MAT to ensure the best education for pupils by achieving the organisation's aims and objectives. This role also requires the Headteacher to develop and manage the curriculum, teaching and learning policies and lead the school's SLT, as well as following, promoting and managing the school in accordance with statutory requirements.

Strategic Leadership

- Build a school culture of high expectations for all and develop staff to ensure they reflect the ethos of the MAT within their roles and with a consistent focus on pupil learning.
- Shape, develop and implement the strategic direction for the school under the guidance of the Trust Executive Team.
- Take responsibility for developing and implementing the school improvement plan.
- Lead school self-review and evaluation and the effective planning and management of resources to secure improvement.
- Produce and implement improvement plans and policies that benefit the development of the school and the MAT.
- Implement and promote policies with special regard to child protection, safeguarding, behaviour and attendance.
- Consistently monitor the school's performance in key areas, e.g., attainment, to ensure developmental areas are addressed quickly.
- Ensure that effective learning is at the centre of all strategic planning and resource management.
- Prioritise and ensure a consistent school-wide focus on pupils' achievements, using data and national averages to monitor progress.
- Promote the MAT's philosophy of high expectations and aspirational targets.
- Recruit, retain and deploy staff appropriately, and manage them within the scheme of delegation to achieve the MAT's vision and goals.

Leading Others

- Develop and maintain a culture and ethos of challenge and support, where all pupils and staff have the opportunity to achieve success and become engaged in their own learning.
- Ensure ongoing regular review of feedback to staff that celebrates success and supports development needs.
- Closely monitor, evaluate and review classroom practices and based on findings, implement improved strategies.
- Challenge and monitor under-performance at all levels, including in teaching and learning, ensuring effective intervention takes place where required.
- Take responsibility for the day-to-day running of the school.
- Liaise with the SBM to ensure funding is appropriately allocated and assist in seeking and securing adequate resources and funding for the school.
- Oversee the recruiting of any new staff, including involvement in the interview process.
- Actively encourage staff to undertake appropriate CPD courses that benefit the individual and school.
- Adopt an 'open door' policy, allowing staff to express any queries or problems.
- Implement the school's performance management process and ensure consistently high levels of performance and commitment from all members of staff.

Leading the Community

- Develop effective relationships and communication with stakeholders that provide a professional, supportive learning environment.
- Build a culture that celebrates the diversity of the school community.
- Co-operate and collaborate with agencies and partners to protect and safeguard children, and to provide for the wellbeing of all pupils as well as, where necessary, their parents.
- Attend events and collaborate with other key stakeholders to ensure the Trust is represented and take part in wider educational developments and forums.
- Promote the values of the MAT and ensure these are in line with legal requirements.
- Build and maintain excellent relationships with other schools in the MAT, the LAC and the MAT board.
- Work with the Local Academy Committee and ensure they are kept updated of the school's strategic aims and progress.
- Meet regularly with various stakeholders to review and inform school improvement.
- Develop relationships, e.g., with local charities, to secure the interests of the MAT and ensure that they are actively promoted.
- Promote and maintain effective relationships with local, regional and national organisations, such as charities and employers.
- Work effectively, and in collaboration with, external partners and sponsors connected to the MAT to achieve mutually agreed objectives.

- Assist members of the local community in organising events, to ensure the school has a positive reputation within the community.

Accountability

- Ensure every child has access to high quality learning opportunities.
- Ensure parents and pupils are well informed about the curriculum, attainment and progress, and about how they can contribute to the school's targets for improvement.
- Ensure the school meets all legal requirements in relation to equal opportunities legislation.
- Develop and foster a culture that allows pupils and staff members to work in collaboration, share knowledge, celebrate success and accept responsibility for outcomes within the school and the MAT as a whole.
- Clearly define and communicate staff accountabilities, ensuring they are understood, agreed upon and properly reviewed.
- Take responsibility for all aspects of the school's performance, including being held accountable to the MAT.
- Review the school's financial outgoings on a termly basis to maintain a financially viable school. Negotiate with providers to ensure the school secures maximum value for money.

Curriculum

- Organise and implement a broad, balanced and dynamic curriculum across EYFS, KS1 and KS2 in line with the vision and values of the MAT ensuring differentiation and reflecting of the individual abilities and needs of all pupils.
- In collaboration with the school's subject leaders, develop and maintain a diverse and inclusive curriculum, designed to reflect current educational trends, practice and research.
- Ensure parents and pupils are well informed about the curriculum, attainment and progress.
- Promote and provide children with opportunities to deepen learning through experiential activities such as after school clubs, trips outside of school and residential.
- Develop and maintain good relationships with agencies, e.g., equipment providers, to benefit and maximise the curriculum.
- Keep up to date with developments in different subject areas to ensure a complete curriculum.
- Ensure resources are monitored, reviewed and evaluated to improve the quality of education for pupils and ensure value for money.

Leading Teaching and Learning

- Ensure teaching is delivered at the highest possible standard.
- Develop and maintain a high-quality transition from pupils' previous settings and, where necessary, ensure curriculum continuity and maximum pupil progress.
- Ensure a consistent and continuous focus on pupils' achievement, using systems for recording pupils' progress, and the effective use of data and benchmarks to monitor pupils' progress.
- Monitor, evaluate and review classroom practice, and promote improvement strategies.
- Ensure self-evaluations activities are carried out regularly triangulating data to maintain a consistently high level of teaching.
- Ensure the curriculum focusses on recent and relevant topics which engage and interest pupils.
- Liaise with other leaders within the MAT to secure creative, responsive and effective approaches to teaching and learning.
- Develop a safe and productive learning environment that is engaging for all pupils.
- Develop pupils' academic, moral, social, emotional and cultural welfare.
- Create an inspiring environment consistent with the Trust and School's aims.

Generic Duties and Responsibilities

- To share in the mission, vision and values of the Trust and to carry out the Trust ethos in your everyday work life.
- Undertake all duties relevant to the Headteacher in the scheme of delegation and Headteachers standards.
- Ensure all duties carried out are in line with the Trust Equality Policy.
- Proactively engage with the community and any ongoing initiatives that could benefit the school.
- Communicate regularly in different formats with key stakeholders of the school including parents and the wider community.
- Ensure the supervision, security and maintenance of buildings and groups, including the health and safety of all people on the premises.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure.

As our ideal candidate, you will have:

Qualifications

Hold a relevant higher education qualification such as undergraduate or PGCE.

Qualified Teacher Status.

Evidence of relevant training and development as a Headteacher.

Qualities and Knowledge

Successful, recent strategic leadership experience such as NPQH.

Proven track record in leading, monitoring and managing staff, including building successful teams and implementing and managing change.

In-depth knowledge and understanding of the wider educational issues as well as the statutory and legal framework governing the operation of the school.

In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures.

Knowledge of the use of technology to enhance learning and in interpreting and analysing data and school information systems.

High aspirations and personal integrity with the ability to promote and deliver the values, ethos and culture of the Trust and School.

Be astute and perceptive with strong analytical skills with the ability to use sound judgment and anticipate and to resolve conflict and issues imaginatively.

Have an in depth-knowledge of inclusion within schools and working with internal procedures and external agencies to ensure the school is able to fulfil every child's needs.

Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing with a wide range of audiences including pupils, staff, parent/carers, governors, the local authority and the community.

Be able to relate empathetically to parent/carers, staff, pupils, governors, stakeholders and the wider community.

Be a visible high profile role model with a professional approach that commands excellence, confidence, trust and respect of the school and wider community.

Pupils and Staff

Experience of developing teachers and their knowledge of how pupils learn and of the core features of successful classroom practice.

Successful experience of positive behaviour management and developing a pupil- focused, inclusive and effective learning environment so that behaviour and attendance are outstanding.

Successful experience of curriculum development and a sound knowledge of the issues associated with choice and flexibility needed to meet the school's personalised curriculum.

Have ambitious standards for all pupils, overcoming disadvantage and advancing equality and instil a strong sense of accountability in staff for the impact of their work on pupil's outcomes.

You are committed to developing and embedding an inclusive education, with a passion for removing barriers for all children enabling them to access the full curriculum.

Successful experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of students.

Evidence of achieving a safe, calm, secure and healthy school environment.

Systems and processes

Strong leadership with evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution.

Successful experience of strategic financial and resourcing to achieve educational priorities and ensure efficiency and value for money.

Proven successful experience of school self-evaluation and accountability and the school improvement process.

An understanding of effective school governance and working collaboratively with a Governing Body and other stakeholders to develop and deliver a school vision which embraces excellence, intellectual rigour, high standards and inclusion.

Are committed to promoting diversity and equal opportunities within the curriculum and in employment practice.

The ability to plan strategically with the expertise to deliver and to communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

School Improvement

Successful experience of securing and raising standards in an inclusive school and working with external agencies locally and nationally.

Actively encourage research-led development by staff and innovation in teaching practices.

Have a commitment to developing staff who have the necessary skills and knowledge to raise standards, promote equality, respect diversity and challenge stereotypes to promote the rights of young people.

Experience of working with other schools and organisations in a climate of mutual challenge – to champion best practice, secure excellence and promote the school.

All qualifications, knowledge, skills and qualities needed to fulfil this role are set out in the "national Standards of Excellence for Headteachers".

Our Trust Schools



Knockhall Primary School
Eynsford Rd
Greenhithe
DA9 9RF

 01322 382053
www.knockhallprimaryschool.co.uk



Lime Wood Primary School
Sandy Road
Erith DA8 1FJ

 01322344939
www.limewoodprimaryschool.co.uk



Northumberland Heath Primary School
Wheelock Close
Erith
DA8 1JE

 01322 334638
www.northumberlandheathprimaryschool.co.uk



Peareswood Primary School
Peareswood Rd
London
DA8 3PR

 01322 332379
www.peareswoodprimaryschool.co.uk



Willow Bank Primary School
Seacourt Rd
London SE2 9XB

 020 8320 1900
www.willowbankprimaryschool.co.uk

For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](http://WoodlandAcademyTrust)

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Woodland Academy Trust
Wheelock Close
Erith
Kent
DA8 1JE



+44 (0)1322 374 994



recruitment@watschools.org.uk



www.woodlandacademytrust.co.uk



[@w00dlandacademy](https://twitter.com/w00dlandacademy)



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