



WOODCHURCH HIGH SCHOOL

A Church of England Academy



Headteacher Application Pack

**Let your light so shine before others, that they may see your
good deeds and glorify your Father, which is in heaven.**

Matthew 5:16





God be
merciful to us
and bless us:
and cause his
face to shine
upon us.
Psalm 67:1

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www.woodchurchhigh.com

WELCOME FROM THE CHAIR OF GOVERNORS

Dear Candidate,

I am delighted that you have expressed an interest in working at Woodchurch High School. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

We are seeking to appoint an ambitious Headteacher who has the knowledge, energy and strategic leadership experience to lead an established, successful school community.

This is a rare opportunity for an exceptional leader and accomplished practitioner who has the passion, drive, and commitment to deliver inspirational leadership to an experienced staff team across the academy. We are looking for you to be innovative, highly flexible and show initiative with high levels of emotional intelligence and personal resilience, whilst harnessing the ability to be adaptable and agile in a dynamic environment.

Woodchurch High School is an extremely popular school, attributable to its 'Established Excellence' in every aspect, including leadership and management, pupil progress and attainment. This excellence has been nationally recognised, as evidenced through our numerous external awards (please see our website for more details).

At Woodchurch High School, we always place pupils at the centre of all we do: this has been reflected in all of our Ofsted Inspection reports. We are committed to providing the best possible education for all our pupils.

To ensure that our pupils succeed, we focus all our work around our Christian Values and Vision Statement: *'Let your light so shine before all, that they may see your good works, and glorify your Father which is in heaven'* (Matthew 5:16).

You will be supported by an experienced and effective Senior Leadership Team and a committed staff team, who work hard to deliver a curriculum that addresses all of the needs of our pupils. All of our work here at Woodchurch High School is underpinned by our Ethos and Christian Values - Justice, Endurance, Service, Wisdom, Forgiveness, Compassion, Hope, Thankfulness, Integrity, Humility and Trust.

You may be seeking your first headship or be an experienced Headteacher looking for a new challenge, but regardless you must have the determination and ambition to make the school your own and to lead it to a bright future. Importantly, you must be a great leader who is able to motivate staff at all levels to work together, to deliver the best education to all of our pupils, including our most vulnerable and challenging young people.

If you were to be successful in your application, you would be joining a school that strives for excellence. We benefit from purpose-built accommodation with excellent facilities. We are inspired to develop our Christian Values through experiences, so that each member of our community flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers, staff and young people.

The school is committed to safeguarding the welfare of its pupils and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists and also a right to work check.

Please submit the Teaching Staff application form, which can be downloaded from the school website, along with a letter of application of not more than three A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs F Lloyd, HR Officer, via whsrecruitment@woodchurchhigh.com

The closing date for the receipt of applications is 12pm on Thursday 5th of October 2023.

I look forward to receiving your application.

Yours sincerely,

Mr Tony Smith
Chair of Governors



ABOUT THE SCHOOL

Woodchurch High School is a highly successful, larger than average fully inclusive 11-16 comprehensive school, set within a Local Authority which includes some selective schools.

The school is consistently over-subscribed, ranked as the eighth most oversubscribed school in the Liverpool City Region (2018) and is annually the most oversubscribed school on the Wirral (since 2015, the school has had more 1st, 2nd and 3rd preferences than any other school with the Local Authority, hearing no fewer than 50 appeals every year since 2016).

Very few pupils come from each of the eleven ethnic minority backgrounds, although this figure is increasing: e.g. in 2006/07 1.8% were not White British, but in 2019/20 this had risen to 8.2%. Only 1.9% use English as an additional language.

Currently those pupils in receipt of the Pupil Premium stands at 44% and SEND at 29% of the school population. There are also 29 CLA pupils.

The estate on which the school is situated contains three LSOAs (Lower Layer Super Output Area) ranked within the top 10% of the most deprived neighbourhoods in the country.

The school has been an academy (Single Academy Trust) since 2011 and became a 'full' Church of England Academy (having previously been 'A School with a Church of England Trust') in April 2014.

At Woodchurch High School, we always place the pupils at the centre of all that we do; this has been reflected in all of our Ofsted Inspection reports. We are committed to providing the best possible education for all of our pupils, we work in partnership with parents to achieve this goal.

An extensive enrichment programme is also provided by school, including a breakfast and homework club. Throughout the year, there are additional lessons at lunchtime and after school; these provide valuable lesson opportunities. We also run a hugely successful Saturday College, and hold Holiday Schools. All of this underlines the emphasis we, as a school, put on ensuring pupil progress.

We are extremely proud to be an inclusive school. We meet the needs of pupils with a range of physical and/or medical impairments, in addition to catering for pupils with Autistic Spectrum Condition. Our successes in this area have been nationally recognised.

To ensure that all our pupils succeed, we focus all our work around our Christian Values and Vision Statement: *'Let your light shine before all, that they may see your god works, and glorify your Father which is in heaven'* (Matthew 5:16).

More details about the school can be found on our website: www.woodchurchhigh.com and in our inspection reports, from both Ofsted and the Church of England National Society: <https://www.woodchurchhigh.com/ofsted.php>.

Forgiveness

"Bear with each other and face whatever grievances you may have against one another. Forgive as the Lord forgave you."
(Colossians 3:13)



SCHOOL ETHOS & CHAPLAINCY

Our ethos is underpinned by Christian Values and principles which are embedded in all our work. The list below gives an indication of the educational direction of the school and demonstrates our philosophy of placing the child at the centre.

Woodchurch High School, a Church of England Academy, is a school that delivers teaching to the highest quality. Teaching that motivates, stimulates and challenges the pupils, whilst taking into account their individual needs. We challenge every pupil to aspire to achieve their God-given potential.

We provide a meaningful and personalised curriculum that provides pupils with the knowledge and skills to ensure lifelong learning and to recognise the great value God places on each individual. We provide a curriculum offering equality of opportunity to all, stretching the gifted and talented, whilst supporting those who experience a barrier to learning.

At Woodchurch High School, pupils, through their spiritual and moral education and development, let their light shine, by living out our Christian ethos and values.

Our Christian ethos and values underpin who and what we are as a school.

The Chaplaincy Team provides opportunities for reflection and character development everyday through Collective Worship and weekly year group assemblies. During Collective Worship, we explore and develop an understanding of our values, morality and the Christian faith.



Our Christian Values

- **Justice**
- **Endurance**
- **Service**
- **Wisdom**
- **Forgiveness**
- **Compassion**
- **Hope**
- **Thankfulness**
- **Integrity**
- **Humility**
- **Trust**

COLLECTIVE WORSHIP

Each day all pupils take part in Collective Worship unless withdrawn by their parents. As a school, we believe it is important to promote the spiritual, moral, social and cultural development of our pupils and to prepare them for the opportunities, responsibilities and experiences of adult life.

PASTORAL WELFARE

To maximise pastoral support, the school is divided into year groups. Leading each year group is a Pupil Progress Leader and an Assistant PPL. Pupils are in mixed gender and ability forms of approximately 22. Each tutor group is registered by the same Form Tutor throughout the five years. This continuity ensures that pupils, parents and carers can forge strong links and positive, trusting relationships with key pastoral staff.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school and, at the same time, enjoy the same supportive, compassionate ethos associated with a small school

BEHAVIOUR FOR LEARNING

At Woodchurch High School, we develop our pupils' social and emotional intelligence. Through the promotion of our Christian ethos and values, we enable pupils to recognise that good behaviour and adherence to codes of conduct, result in sound learning, academic progress and positive relationships.

We believe an ordered, disciplined atmosphere is the best environment for learning. All of our school rules are based upon the simple principles of self-discipline and mutual respect. We place great emphasis on the positive aspects of behaviour by rewarding pupils with praise in lessons, rewards, letters of commendation and prizes for effort and attainment in all subjects. We also promote good attendance and punctuality by presenting prizes and certificates to pupils achieving 100%. Prestige is attached to pupils who have Gold Attendance (97%+). They are presented with a badge to display their success.



PUPIL VOICE

Pupils regularly evaluate lessons and are included in whole-school decisions, such as the appointment of staff. In addition, there is a strong School Council, comprising of representatives from each Year Group. The Head Boy / Head Girl and Deputies also attend Full Governors meetings, when appropriate, at which they make a valuable contribution. Pupils also regularly comment on curriculum subjects via online polls/surveys.



In this way pupils are motivated to achieve, develop self-awareness and empathy skills, and so manage their own feelings and have good social skills. In addition, school now also undertakes peer mentoring and support, to further enhance pastoral welfare.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school, and at the same time, enjoy the same supportive organisation associated with a small school.



Humility

"When you do things, do not let selfishness or pride be your guide. Instead, be humble and give more honour to others than to yourselves." (Philippians 2:3)



INCLUSION

At Woodchurch High School, we recognise and celebrate our differences. It is these differences that enrich our school community: we value all God's children.

We are committed to ensuring that every pupil in our care is given an equal opportunity to develop socially, to learn and achieve, and to enjoy community life at school.

All pupils have access to the same opportunities as their peers through quality first teaching and enrichment.

School has been recognised nationally as a flagship school for inclusion and has recently been awarded the IQM(Inclusive Quality Mark) for the third year running.

To achieve this aim, the SEND Team:

- Develops strong links with our primary school partners to support transition
- Delivers a curriculum appropriate to each pupil's individual needs, including a range of personalised interventions that enables pupils to progress and reach their potential
- Works in partnership with parents and carers to ensure a consistent approach to meeting a pupil's need
- Puts in place strategies to ensure that all pupils, including those who face barriers to learning and those who are on the Gifted and Talented register, make progress



A VIRTUAL BASE FOR PUPILS

Woodchurch High has special provision for pupils with Autistic Spectrum Condition and other additional needs. Our policy is that pupils follow a personalised learning programme, combining small group social skills classes with mainstream lessons, if necessary with the help of Teaching Assistants.

However, if, on occasions, pupils become overly anxious, they can be withdrawn for individual support. Our Virtual Base enables all pupils with a diagnosis of ASC to develop socially and emotionally, with support, in a caring, compassionate and comfortable environment.

PUPIL PREMIUM

At Woodchurch High School 44% of our pupils access pupil premium funding. The Pupil Premium team leads initiatives throughout the school and monitors and evaluates the success of programmes and interventions. Please refer to our website for further details.

OUR FACILITIES

Our school building was opened to pupils in September 2010, and officially opened by the Archbishop of York in March 2011.

The state of the art facilities enable our pupils to experience a 21st Century education. The cutting edge ICT, all Google based for both staff and pupils, facilitates their learning so that they can participate, enjoy and achieve their full potential.

The school grounds have also been redeveloped as part of this build and include a third generation all weather pitch as well as flood-lit multi-use games areas. These facilities are in addition to a well resourced Sports Hall. This houses a dance studio, fitness suite and indoor sporting facilities, used for football, badminton, basketball etc.

There is also a well-established School Farm and environmental area.



Compassion

*"Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort."
(2 Corinthians 1:3)*



CONTINUING PROFESSIONAL DEVELOPMENT

We take the development of our staff seriously and we have a wide range of programmes and professional development opportunities for all staff, regardless of role and experience.

For staff new to school, there is an extensive Induction Programme, as regardless of experience, every school is different and presents both new opportunities and challenges. The Induction Programme is designed to support staff in settling quickly and seamlessly into their new role and helping them to thrive and flourish at Woodchurch High School.

For Early Career Teachers, we have a robust programme that consists of face-to-face support sessions, as well as ongoing mentoring and support.

Many staff also access the suite of NPQ qualifications, as well as other developmental opportunities run by a range of other providers, such as the Ambition Institute, and local Higher Education Institutions.

All staff have unlimited access to support and resources provided by the National College, in addition to ongoing training provided 'in-house', such as coaching and mentoring.

Bespoke support and development is also provided to support staff, alongside career development.

There are also many opportunities to lead CPD within school, and we are always exploring new and exciting ways to further develop our teams.



Thankfulness

*"Be joyful always, pray continually, give thanks in all circumstances, for this is God's will for you in Christ Jesus."
(1 Thessalonians 5:16-18)*

WHAT PEOPLE SAY ABOUT OUR SCHOOL



“ I always knew Woodchurch had an excellent reputation - it has not disappointed -Parent ”

“ *The teaching staff put the children at the heart of everything they do.* ”

-Parent



"Pupils said that they feel safe and happy in school. Pupils are supportive of one another. They said that bullying is rare. If it does happen, it is dealt with effectively" - **Ofsted 2020**

"I value the open and honest culture at the school that allows staff to feel part of the decision making processes." - **Staff**

"As a parent, I feel valued and respected by the school" - **Parent**

"The school provides strong support for pupils' mental health" - **The Governing Body**

"School is somewhere I always feel safe" - **Pupil**



JOB DESCRIPTION

In light of the school's Church of England status and its commitment to sustaining and developing its Christian vision and values, the Headteacher will be required to: lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school

Ensure that staff are held accountable and to provide access to high quality continuous professional development for all staff

Be accountable to the governing body, which is the employer.

The role of the Headteacher:

- To carry out professional duties in accordance with all the requirements and responsibilities as set out in the School Teachers Pay and Conditions Document
- To uphold and promote the Teachers Standards, including personal and professional code of conduct
- To be informed and guided in relation to best practice by the National Standards of Excellence for Headteachers
- To provide visionary leadership and management of the school, to secure its ongoing success and improvement, by ensuring high quality education for all its pupils, through outstanding teaching, learning and assessment in order to secure high attainment and rapid and sustained progress for all pupils
- To identify barriers to school effectiveness and develop and implement strategies for school improvement
- To be responsible for securing high standards of behaviour modelled on Christian values, and creating an inclusive Christian ethos, which recognises differences and respects cultural diversity, in order to prepare children and young people for life in Britain today
- To promote and safeguard the welfare of all children in School, (in line with current DfE guidance and Ofsted requirements e.g. Keeping Children Safe in Education) by ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively



JOB DESCRIPTION

The Headteacher will:

- Ensure the Christian vision and core Christian values for the school are clearly articulated, shared, understood and embedded across all areas of school life, focused on providing a first class education for the pupils they serve
- Work with all stakeholders to translate the vision and values into agreed objectives and operational plans, which will promote and sustain school improvement
- Demonstrate the Christian vision and values of the school in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community
- Lead, monitor and evaluate collective worship, Religious Education as a core subject and SMSC, across all areas of school life
- Ensure strong partnerships and collaboration with the local church, parish, diocese and the wider Christian community
- Motivate and work with others to create a positive climate, leading by example with integrity, creativity, resilience and clarity
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence, using current knowledge and understanding of education and school systems locally/nationally/globally
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large
- Ensure accountability and articulate high expectations by demanding ambitious standards for all pupils and staff, overcoming disadvantage and advancing equality
- Involve all staff and governors in school self-evaluation processes in order to bring about the highest achievement for all pupils
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development, taking account of any feedback
- Manage own workload and that of others to allow an appropriate work/life balance
- Ensure excellent teaching through an analytical understanding of pupils' learning and the core features of successful classroom practice and curriculum design, leading to the enhancement of our rich curriculum opportunities and well-being of all pupils and staff



JOB DESCRIPTION

- Continue 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
- Contribute to the 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. Manage developing middle managers through a collegiate and distributed approach
- Hold all staff to account for their professional conduct and practice
- Maintain 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
- Sustain 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
- In partnership with governors, 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
- Nurture an outward-facing school that works with other schools and organisations - in a climate of mutual challenge - to champion best practice, secure excellent achievements for all pupils and meet the needs of individual pupils and their families

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.



PERSON SPECIFICATION

This specification lists the competencies expected of an experienced/fully trained post-holder.

E = Essential Criteria / D = Desirable

Qualifications and Attainments	Qualified Teacher Status	E
	Experience of senior school leadership within the secondary phase	E
	Has undertaken recent and relevant further professional development	E
	Higher qualification in education and/or NPQH	E

Skills and Knowledge	Ability to formulate a clear strategic vision for academy improvement and translate this into strategic objectives, longer term plans and specific outcomes	E
	Demonstrates the ability to lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school	E
	Knowledge of systems for schools/academies self-evaluation, effective monitoring and inspection	E
	Sound knowledge and understanding of wider educational agenda including national policies and educational issues	E
	Knowledge and understanding of the statutory and legal framework governing the operation of an academy	D
	Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of an academy, including best value measures	E
	Able to monitor performance to ensure high standards and the development of professional practice amongst academy staff	E
	Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential	E
	Knowledge of statutory requirements for SEND provision	E
	Knowledge and understanding of trauma informed practice	D
	Knowledge of current legal requirements, including health and safety, national policies and guidance on the safeguarding and promotion of the wellbeing of children	E
	Understand the role of the school in the community and actively seek to develop a greater collaboration with members of the community	E
Effectively communicate both written and orally to a range of audiences including parents, governors and outside agencies	E	

Experience	Significant experience of school leadership	E
	Proven track record of raising educational standards	E
	Substantial experience with a record of excellent teaching	E
	Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress	E
	Successful experience of positive behaviour management and development of a pupil focused inclusive and effective learning environment	E
	Experience of successfully leading change and inspiring others	E
	Track record of working in collaboration with other schools to realise improvement and raise standards	D
	Experience of developing and maintaining effective relationships with the local and wider community, including parents to enhance learning and educational achievements	E



PERSON SPECIFICATION

Personal Attributes	Fully committed to actively promoting the school's Christian ethos and values	E
	Approachable, enthusiastic and creative	E
	Lead by example, demonstrating integrity, resilience and clarity	E
	Passionate about education for children and young people	E
	Ability to work under pressure, think creatively and to anticipate and solve problems	E
	Commitment to the encouragement, empowerment and training of all staff	E
	Deal sensitively with people and resolve conflicts	E
	Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas	E

Additional Requirements	This role is subject to an enhanced DBS	E
	Will be required to travel to other school locations or third party services as part of the role	E



RECRUITMENT PROCESS

TO APPLY

Please complete the application form provided with this information pack, along with a covering letter of not more than three A4 sides, referring to the person specification.

Please email your application to:

whsrecruitment@woodchurchhigh.com

An application form is available at

www.woodchurchhigh.com/vacancies.php

TIMELINE

Closing Date: Thursday 5th October 2023 (12pm)

Shortlisting: Wednesday 11th October 2023

Assessment Days: 18th & 19th October 2023

FURTHER INFORMATION

Any queries or questions, please email **whsrecruitment@woodchurchhigh.com**

Visits to the school are welcomed, please email to make arrangements.

Group visits will take place during the afternoon of Tuesday 26th September 2023 and the morning of Friday 29th September 2023.



The School is committed to safeguarding children. The successful applicant will require an enhanced DBS check; a review of shortlisted candidates social media presence will be undertaken as part of our recruitment checks.

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