



Wilkinson

Primary School

Our OFSTED REPORT (2021) states that:

- Pupils love school. They say they are happy and that they feel safe because they are well cared for.
- Pupils' behaviour is exemplary. They behave extremely well in lessons and around the school.
- Children start to learn as soon as they arrive at school.
- Staff work skilfully with children in the Nursery Year to develop speech and language.
- Children get off to a strong start in early years. There are many opportunities for children to extend their learning, both inside and outside.
- Leaders have developed a curriculum which is broad and ambitious.
- Leaders provide opportunities for staff to develop professionally.
- Staff are proud to work at the school. They are positive about leaders and feel well supported and respected.



Show Pride and Respect in all that we do!

Wilkinson Primary School, Walter Road, Bradley, Wolverhampton.
WV14 8UR
Telephone: 01902 55897
wilkinsonprimaryschool@wolverhampton.gov.uk
www.wilkinsonprimaryschool.co.uk



Wilkinson Primary School

Walter Road, Bradley, Wolverhampton, WV14 8UR

Telephone: 01902 558971

wilkinsonprimarieschool@wolverhampton.gov.uk

www.wilkinsonprimarieschool.co.uk

Thank you for your interest in becoming the Headteacher of Wilkinson Primary School. I am delighted that you are considering applying for this post at our successful school, which has been an important part of the community of Bradley for over 40 years.

The school is built on the site of the iron works set up by John Wilkinson in 1766, seeing the development of the first steam powered furnace in 1777, as you can imagine the whole area is steeped with a rich industrial heritage.

At Wilkinson Primary School we are committed to enabling all of our pupils to reach their full potential. We pride ourselves in offering a rich, creative curriculum and school life that nurtures the whole child, educationally, physically, spiritually, emotionally, and culturally.

We look forward to appointing a new head who shares these commitments and will work in partnership with our committed staff team, families, governors, and our community to enable us to build on already established firm foundations.

Our out-going head, Mrs Gibbon; working alongside an excellent staff team and dedicated governors has successfully guided the school through some difficult times including the total loss of our school in October 2010 when it was destroyed by an arson attack. From this devastating fire, the Phoenix rose to bring our New Wilkinson School, which was completed in 2014, the new school has been built to second generation Passivhaus standards.

Mrs Gibbon will leave behind a Good School, that is respected for its achievements in the local community and the city of Wolverhampton. The task of replacing our Head teacher to continue to build on our success is underway and we look forward to receiving your application.

As part of the selection process the governing board would like you to submit a letter alongside your application form that clearly states, why your professional experiences to date, make you a suitable candidate to take Wilkinson Primary to its next stage of excellence. Your letter should be no more than 3 pages, font 11.

Please take time to read through the enclosed information and I look forward to welcoming you to our school.

Andrew Foster

Chair of Governors

Headteacher, Wilkinson Primary School

Full Time

Permanent – to start

Group 3 (pay range L13-19) £56,796-£69,022

1st April 2024

The Governing Board, staff and children are seeking to appoint a Headteacher with the vision, leadership, and energy to build on our successes and achievements and continue the positive development of our school into the future.

Who we are:

We are a maintained Primary School with a nursery and government funded 2-year-old provision (known as Terrific for Twos in Wolverhampton).

We can offer:

- The opportunity to develop professionally and personally.
- Children who want to come to school and relish learning.
- A welcoming and caring community within a purpose designed building and exceptional and extensive outside space, including a running track.
- A rich and creative curriculum to promote the development of each child.
- An experienced, knowledgeable, and enduring staff team who are committed and supportive.
- A highly experienced Governing Board with a broad range of skills
- A rich and diverse community
- Committed and supportive Senior Leadership Team

We are seeking a candidate who:

- Can shape the future direction of the school.
- Is innovative, inspirational, and able to motivate our staff and children ensuring they feel valued and supported.
- Has proven leadership, interpersonal and management skills.
- Can continue to build on our strong relationships with our parents, local schools and the wider community.

Why work in Wolverhampton?

- Wolverhampton is situated within the Black Country an area of rich historical and cultural interest.
- To be enriched by Wolverhampton's wide diversity
- To contribute in a community where your skills are needed
- The city has many areas of attractive and affordable housing and is within commuting distance of more rural locations.
- Wolverhampton offers a range of cultural and leisure options including theatres, art galleries, a racecourse, historic houses, parks, real-ale pubs and restaurants. There is a thriving local sports scene, football & cricket clubs, martial arts, indoor climbing centre, swimming pools and gyms.
- Good transport links, which includes a direct train route to London, make Wolverhampton a convenient base for travel both within and beyond the UK.

- The city is within easy reach of the beautiful Shropshire & Staffordshire countryside, the many attractions of Birmingham and the popular Merry Hill Shopping Centre.

Visits to the school are warmly welcomed.

Please contact the school office on 01902 558971 to arrange an appointment.

Alternatively, you can visit the school's website www.wilkinsonprimaryschool.co.uk

Application and selection process

Key dates

Closing date for applications: midnight **Thursday 21st September 2023**

Shortlisting of applicants: The Governing Board will be meeting on **Monday 25th September 2023** to undertake the shortlisting process.

Candidates to be informed: It is intended that the shortlisted candidates will be notified on **Tuesday 26th September 2023**. Unsuccessful applicants will be notified by email.

References Requested: **Tuesday 26th September 2023**.

Interviews: **Day 1 - Thursday 5th October 2023**
Day 2 – Friday 6th October 2023

Visits to the school are encouraged.

Dates for visits: **Thursday 14th September 2023 9-12pm**
Thursday 21st September 2023 9-12pm

Please contact the school office on 01902 558971 to arrange an appointment.

Candidates who are successful on day 1 will be invited back for day 2 of the process and will be informed to prepare a specific presentation ahead of day 2.

Applications: Your application form should be completed with reference to the job description and person specification. Alongside your application, please submit a letter no more than 3 pages font 11 that clearly states, why your professional experiences to date, make you a suitable candidate to take Wilkinson Primary to its next stage of excellence.

The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.

Completed application forms and letters to be emailed to

wilkinsonprimaryschool@wolverhampton.gov.uk

If you have any queries, please contact bpatel@wilkinsonprimaryschool.co.uk or Deborah.Siviter@wolverhampton.gov.uk

Wilkinson Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced DBS check along with other relevant employment checks. Please note that references will be sought prior to interview. Wilkinson Primary School is an Equal Opportunities Employer.

Job description

The professional duties of a Headteacher are laid out in the current School Teachers' Pay and Conditions Document as may be amended from time to time.

Headteacher – Group 3 School

Pay range L13 – L19) £56,796 - £69,022

MAIN PURPOSE OF THE JOB

1. To assume ultimate responsibility for the running of the Primary School, Nursery and Terrific for Twos provision and Care facility, including learning and teaching and financial management.
2. To undertake duties and responsibilities for safeguarding and child protection as outlined in Keeping Children Safe in Education, Annex B – Role of DSL/Deputy DSL and the duties and responsibilities of the designated teacher for children in the care of the Local Authority.
3. To promote and maintain a positive and effective caring ethos with high standards of care, behaviour and discipline in line with the Governors' vision for Wilkinson Primary School.
4. To lead the ongoing development, implementation and improvement of a stimulating and effective curriculum and environment for learning ensuring that the statutory requirements of the EYFS, KS1 and KS2 are met.
5. To be responsible and accountable to the Governors for the effective administration, leadership and management of the school and advise the Governing Board on the formulation of its policies and their implementation.
6. To take responsibility for health and safety within Wilkinson Primary School.

CURRICULUM

1. To ensure that an appropriately innovative curriculum meets the needs of all children within the school.
2. To promote an appropriate learning environment in order to enable effective curriculum delivery.
3. To promote an ethos of inclusion for all children and families.
4. To meet the learning needs of each child through the effective deployment of staff and resources.
5. To ensure the accurate assessment of children's progress in development and learning takes place and is used to enhance the quality of education and raise standards.
6. To monitor and evaluate standards of learning and teaching within all aspects of the school.

7. To inspire and lead an enduring focus on the importance of play and learning in the outdoors.
8. To establish an outstanding recruitment, training and development programme for all staff.

LEADERSHIP

1. Use the processes of School self-evaluation, School Improvement Planning and Post Ofsted Action Planning as a means of giving clear direction to the future development of the school.
2. Inspire and motivate children, families, staff and community by personal influence and concern for individual needs to provide the best opportunities for children and families.
3. To be an effective communicator.
4. To be responsible for and inspire a reflective practice and research driven approach to CPD and Performance Management.
5. To actively promote Equality of Opportunity.
6. To ensure that safeguarding procedures are established, implemented and monitored.
7. To continue to enhance the positive multi-agency partnerships to ensure the most effective support is offered in response to children's individual needs.

GENERAL ADMINISTRATION

1. To advise, work with and report to Governors on issues surrounding the management of the school, including the allocation of budget, resources and safer recruitment.
2. To complete returns and keep records required by Local Authority and the Department for Education.
3. To maintain sound procedures for safety, security and maintenance of buildings and grounds

OTHER DUTIES

The Headteacher should also carry out duties in accordance with and subject to the provisions of Education Acts 1944 to 2006 and any Orders and Regulations having effect thereunder.

This job description forms part of the contract of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

Criteria	Essential	Where identified
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • NPQH completed or in progress 	Application/ certificates
Experience	<ul style="list-style-type: none"> • Successful and substantial experience in teaching across EYFS, KS1 and KS2. • Experience in a leadership role in a school • Experience of leading and managing other staff including managing appraisal • Experience in the successful management of change • Experience of school self-evaluation and improvement planning • Experience in curriculum management - planning, teaching and assessment. • Experience of managing a delegated budget • Experience of working with and co-ordinating provision for children with SEND • Experience of working in partnership with other agencies 	Application/ references/ interview
Strategic leadership	<ul style="list-style-type: none"> • Ability to inspire and motivate staff, children, parents and governors to achieve the aims of the school. • Evidence of having used successful strategies for planning, implementing, monitoring, and evaluating school improvement. • Ability to analyse assessment information, develop strategic plans, set targets and monitor/evaluate progress towards them. • Understanding of and commitment to promoting and safeguarding children 	Application/ interview
Professional development	<ul style="list-style-type: none"> • Evidence of recent CPD • Ability to identify own learning needs and to support others in identifying their learning needs 	Application/ references/ interview

Learning and teaching	<ul style="list-style-type: none"> • A secure knowledge of child development • A secure knowledge of the requirements of the Early Years Foundation Stage, KS1 and KS2. • An understanding of the whole range of children's needs and abilities in order to motivate them to achieve their potential 	Application/ references/ interview
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Criteria	Essential	Where identified
	<ul style="list-style-type: none"> • A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning. • Experience of effective monitoring and evaluation of teaching and learning • An understanding of the impact of poverty and deprivation on children's learning with a commitment to narrow the gap 	
Leading and managing staff	<ul style="list-style-type: none"> • Successful experience of working in and leading staff teams • Ability to manage a thorough and fair appraisal process and systems for managing performance, including addressing any underperformance and providing recognition for excellent practice. • Ability to delegate work and to support colleagues in undertaking responsibilities. • Experience of developing a collaborative culture 	Application/ references/ interview
Securing accountability	<ul style="list-style-type: none"> • Ability to communicate effectively in a variety of ways and situations to a range of audiences (staff, pupils, parents, governors) • An understanding of the OFSTED criteria for the evaluation of a school 	Application/ references interview

<p>Skills, qualities and abilities</p>	<ul style="list-style-type: none"> • Ability to nourish children spiritually, morally, socially, and culturally whilst supporting a broad, creative, and inclusive curriculum. • Ability to organise work, prioritise tasks, make decisions and manage time effectively. • Demonstrate excellent interpersonal skills and an approachable style of leadership. • Ability to remain positive and enthusiastic when working under pressure. • Ability to remain resilient in a changing environment. • Demonstrate a strong commitment to equality of opportunity and anti-discriminatory practice. • Demonstrate confidence and competence in IT skills relevant to the post. • Ability to develop and sustain effective working relationships and partnerships with staff, governors, parents/carers, and wider community including the local schools' partnership 	<p>Application/ references/ interview</p>
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