



Wyvern  
Academy

*Enriching Lives, Inspiring Ambitions*

# RECRUITMENT PACK

Head of School



Consilium  
Academies

*Enriching Lives, Inspiring Ambitions*

# Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Head of School at Wyvern Academy at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through our values of:

Partnerships  
Opportunity  
Integrity  
Excellence  
Equity  
Being people-centred

We recognise the unique value of each individual, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

Our focus on being people-centred extends to providing exceptional professional development for all members of our Trust, including teaching and support staff. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for life long learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed. We also value our stakeholders as partners in our collaborative efforts with the communities we serve.

Consilium Academies is currently undergoing significant development with numerous opportunities for all staff. Joining us now presents an exciting prospect for professional and personal growth.



Mr Michael McCarthy

Chief Executive of Consilium Academies

# Welcome from the Executive Headteacher

Dear Candidate,

Thank you for expressing an interest in joining Wyvern Academy and Consilium Academies. This post gives you the exciting opportunity to join a strong and developing team in a vibrant, happy, inclusive school and to make a real difference to the lives of our young people, being ready to be successful in their next chapter. I hope this provides some useful context and helps you to decide whether you would be a good 'fit' within our school and Trust team.

Team Wyvern takes prides in having high expectations and high standards. We are committed to ensuring that every student experience first-class learning and education, so that they can reach and exceed their potential. This is reflected in our school's vision that we achieve *'Excellence in all that we do'*.

***"Wyvern is a place in which pupils are being prepared to succeed in life." (Ofsted 2023)***

Our relentless focus on excellence has led to sustained and significant improvements in all areas of our school provision. We are a 'Good' school, as confirmed by Ofsted (June 2023). Compared to similar schools nationally, we are in the top 10% most improved for the progress and attainment that our students are making. Practice within school is beyond 'Good' and realising 'Outstanding'.

***"Leaders have achieved their ambitious vision of giving this community the school it deserves. Wyvern Academy is a place where pupils are happy, safe and learn well." (Ofsted 2023)***

Our school operates with a great feel of inclusivity and community. This is typified by respectful relationships that exist between teachers and students. Our learning environment is clearly focussed on high academic standards for all our students. Our school has a friendly, warm, orderly, and calm environment, allowing our classrooms to be healthy and conducive environments for learning.

We have an excellent CPD and induction offer for our staff that is supported by our Centre for Professional Learning (CfPL): at any point in your career, you will be well looked after.

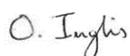
Wyvern Academy really is a great place to work, and we are proud to be part of the Consilium Academies Trust of nine schools.

***"Staff are proud and happy to work at this school. They are keen to 'roll up their sleeves' and work hard. They are committed to leaders' vision of securing the best life chances for pupils in their community. Staff are confident that leaders value their well-being." (Ofsted 2023)***

Our students are truly fantastic, and they deserve an excellent appointment. We really care about them and their futures and pride ourselves on excellent relationships. You can see them - and us - and get a better sense of us on our website and social media channels.

Looking towards our future with high optimism, we continue to grow in popularity as a secondary school of choice in Darlington. We have seen a 32% increase in first choice applications for September 2024, and we expect this to only elevate further. With significant building projects of new build housing, including the exciting West Park Garden Village development on our doorstep, it is an exciting time in our school future!

I hope that this is the right opportunity for you, good luck with your application.



**Mr Owen Inglis - Executive Headteacher (NE)**



## About the Academy

Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome and Cockerton area of Darlington, County Durham, England. We are looking for an exceptional candidate to join us on our journey to becoming a truly outstanding school.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

At Wyvern Academy, we believe in:

**Partnerships** – Collaboration is the key to success. We work together to deliver on the promise set out in our mission statement.

**Opportunity** – Our aim of “Enriching Lives, Inspiring Ambitions” applies to all members of our Trust community, with our inclusive approach delivering a breadth of opportunities to give each individual the chance to fulfil their potential and prosper.

**Integrity** – Through our student-centred approach, advantage and ability are never seen as a ticket to involvement. We believe in every child’s right to high-quality education and access to amazing opportunities – irrespective of their individual circumstances. Integrity at Consilium means always putting students at the heart of everything we do.

**Equity** – We are truly inclusive, believing passionately that every student should be given the skills and support needed for them to meet their full potential. We are aspirational for all of our students, and we will ensure every student has the opportunities they need to achieve the highest of ambitions.

**Excellence** – We don’t settle for second-best, our standards are always high and we support everyone across the Trust to achieve them.

**People-Centred** – We genuinely want the best for each member of Consilium, that’s why everyone is treated with the highest level of respect. Our inclusive culture inspires us to be bold and engenders trust. It brings us together in ways that help us make a difference

# About the Trust

## The Consilium Mission

*“Enriching Lives, Inspiring Ambitions”*

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Interim Chief Executive, Tracey Greenough. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

## **WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

# About the Role

**Job Title: Head of School**

**Start date: To Be Agreed.**

**Hours: Full Time**

**Contract: Permanent**

**Salary: Leadership Pay Scale L24 – L26 (£83,081 - £87,253)**

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Wyvern Academy are looking to recruit a Head of School to join our motivated team in an Academy that is committed to offering a warm, friendly and purposeful setting for all our students to flourish.

We are looking to appoint a Head of School with previous senior leadership experience or an experienced Deputy seeking their first headship.

This is a unique and exciting opportunity to work with a talented and dedicated team. You will work closely with the Executive Head on all operational and strategic leadership of the school. The role encompasses many of the duties of a traditional secondary headship but will also function within our multi-academy trust structure.

You will need to:

- Lead by example and inspire the confidence of students, parents and colleagues through enthusiasm and commitment to the role.
- Provide a professional vision and leadership for the school which secures its success and improvement.
- Ensuring high quality education for all its pupils and demonstrating a passion for continual improvement and achievement.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Katie Ferguson at [katie.ferguson@consilium-at.com](mailto:katie.ferguson@consilium-at.com)

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

**The closing date for applications is Monday 12<sup>th</sup> February 2024 at 09:00 AM.**

**Interviews will take place on Friday 16<sup>th</sup> February 2024.**

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

*Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*



## Job Description

Job Title:	Head of School
Reports to:	Executive Headteacher
Based at:	Wyvern Academy
Grade:	L24 – L26

### Main purpose of the Role

- To work closely with the Executive Headteacher, Trustee and Leadership Team to develop, deliver, implement and monitor strategic vision to ensure that the school is delivering the highest possible educational provision and standard for our pupils.
- Leadership and management of the academy, focusing on all aspects of improvement, ensuring that any improvements are implemented effectively.
- Ensure that the school is provided with the highest quality monitoring, challenge, support and intervention to raise standards and improve outcomes for all young people.
- To actively support and promote partnership working.
- Contribute to the development of Trust policies and procedures.

### Core Responsibilities & Tasks

#### Key Responsibilities

- Leadership and management of the academy, focusing on all aspects of improvement, ensuring that any improvements are implemented effectively.
- Support the Leadership team to translate the strategies into agreed objectives and operational plans which will promote and sustain school improvement.
- To actively promote equality of opportunity in assuring the academy's curriculum provides the best possible education for all pupils, taking into account ethnicity, gender, special educational needs, English as an additional language, disability and emotional needs that may affect learning.
- Motivate, coach and mentor senior and middle leaders to ensure they promote a shared culture and positive climate for all.
- Contribute to the development of Trust policies and procedures.
- Ensure the school is 'Ofsted-ready' and that self-evaluation is rooted in sound evidence of impact.
- To work with the Leadership team to guide appropriate growth and development of the schools within the Trust.
- Monitor and evidence impact of devolved budget allocation ensuring that resources are used effectively.
- Ensure outcomes continue to improve across the Academy.

#### Leadership and Management

- To support the Executive Headteacher in shaping a vision and direction for the academy, setting out very high expectations and with a clear focus on pupil achievement.
- All aspects of the day to day administration, organisation and staff management of the academy.
- As part of the Leadership team, play a key role in setting aims and objectives for the school and in formulating the school improvement plan, promoting systems to improve progress and standards.
- Develop Trust wide networks and a shared culture that enables staff at all levels to work collaboratively, develop joint practice, celebrate success and accept responsibility for outcomes.
- Develop strategies to manage staff workload and to enhance staff well-being.
- Foster an ethos of challenge and support in which all pupils can achieve success and be fully engaged in their own learning.

- Encourage and promote innovation in educational provision through enquiry led practice, ensuring that the schools can meet changing needs and demands consistent with government guidelines and requirements. Provide outstanding and collaborative leadership with the ability to forge positive relationships, both internal and external to the Trust in order to promote success and to have high expectations for students of all ages.
- Develop the reputation of the schools and Trust locally, regionally and nationally.
- Respond speedily to address under performance in the academy.
- In partnership with the Leadership Team, further develop Trust wide systems to support teaching and learning.
- Develop and refine efficient and informative reporting of school's performance, appropriate for the different audiences which require information.
- Attend panels and strategic working groups as required.
- To participate in recruitment and selection as agreed with the Executive Headteacher.

### Teaching and Learning

- To provide leadership and support for colleagues with regards to teaching and learning and the curriculum including:
  1. Supporting the planning and delivery of the curriculum across the academy.
  2. Supporting team leaders and subject leaders in developing their role, in particular in relation to raising standards.
  3. Supporting teams and individuals where required with short-term planning.
  4. Supporting staff in the use of assessment information to inform teaching and learning so that all pupils make at least good progress and meet national age-related expectations.
- To undertake a lead role in maintaining a high standard of pupil behaviour and support within the framework of the academy's Behaviour Policy, and supporting other staff as necessary.
- To liaise effectively with parents and carers, to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

### Corporate Responsibilities

- 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.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

### Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

## Person Specification

Qualifications and CPD	Essential	Desirable
Qualified Teacher Status; degree level or higher	X	
Honours Degree	X	
Evidence of relevant and substantial CPD including Middle Leader Training	X	
National Professional Qualification for Headship NPQH or higher degree		X
Experience, Knowledge and Skills	Essential	Desirable
Successful senior leadership and management experience in a school	X	
Successful teaching experience	X	
Involvement in school self-evaluation and development planning	X	
As above – leading SEF and planning		X
Demonstrable experience of successful line management and staff development	X	
Evidence of change and/or project management		X
Strong relationship skills, with clear understanding of how to work with all school partners, parents, staff, external agencies and other schools	X	
Data analysis skills, and the ability to use data to set targets and identify areas for improvement	X	
Strategic use of data		X
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	X	
Evidence of leading quality of teaching and learning		X
Understanding of school finances and financial management	X	
Effective communication and interpersonal skills	X	
Ability to communicate a vision and inspire others	X	
Ability to build effective working relationships	X	
Personal Attributes	Essential	Desirable
Able to work as part of a team	X	
Embraces change well	X	
Being comfortable dealing with difficult situations in a calm, authoritative and constructive manner	X	
Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	

Ability to work under pressure and prioritise effectively	X	
Commitment to safeguarding and equality	X	
Strategic understanding of key legislation impacting on education (eg. Keeping Children Safe, Equality provision, Education Act, DfE Guidance)	X	
Ability to empower others, providing positive influence and motivate and enthuse all members of the school community	X	
Ability to demonstrate inspirational leadership	X	
<b>Leadership and Management</b>	<b>Essential</b>	<b>Desirable</b>
An effective leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile	X	
Versatility and flexibility in terms of one's own leadership style. To be aware of different management styles and in which circumstances it is appropriate to adopt an alternative approach	X	
Resilience and motivation to lead the school through day-to-day challenges whilst maintaining a clear strategic vision, staying positive, and focusing on key priorities	X	
Genuine passion and belief in the potential of every student	X	
Strategic thinking and the potential to adopt an entrepreneurial approach to the role		X
An educational vision aligned with the school's high aspirations and high expectations of themselves and others	X	
A clear understanding of the strategies required to establish consistently high standards of results and behaviour in a challenging school and commitment to relentlessly instilling these strategies	X	
An ambassadorial approach in all dealings with the community and subsequently to be positive and successfully market the school in the community		X
Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance	X	
<b>English Fluency</b>	<b>Essential</b>	<b>Desirable</b>
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad		X