



# **Headteacher - Bothal Academy**

# **Headteacher - Central Academy**

## **RECRUITMENT PACK**



## CONTENTS

Message from the CEO .....	3
Our values and mission .....	4
Our schools .....	5
Supporting school improvement .....	6
Employer of choice .....	7
Lead with purpose. Inspire success. Deliver excellence .....	8
An amazing place .....	10
Job details .....	12
Job description: Headteacher .....	16
Person specification: Headteacher .....	23

# Message from the CEO

3

Dear Candidate,

Thank you for your interest in joining WISE Academies. We are a proud and well-respected multi-academy trust rooted in North East England and spread across five local authority areas.



The journey of our trust has been one of growth, achievement and resilience. WISE Academies has a proud track record of school improvement. We have transformed some of the most challenging schools in the country which serve highly deprived communities into strong, flourishing schools. These achievements have been recognised nationally, establishing WISE as a trusted, respected organisation.

Our mission is simple yet ambitious: to inspire success and excellence in every child. We help build a solid foundation for lifelong growth and instil in each student the belief that they can achieve any goal they set their mind to. Pupils always come first at WISE Academies, and we are committed to building a legacy of high-performing academies that equip every child to confidently take on the challenges of the wider world.

We are more than just a group of schools; we are a family. At WISE, we believe that our trust is built not just on shared goals, but on the trusting relationships that unite our staff, pupils, parents, governors, and communities.

Our team - the WISE Workforce - is at the heart of our success, and we are

committed to attracting and supporting dedicated professionals. We invest in meaningful professional development, identify and celebrate talent, and harness the unique strengths of each team member to propel our trust forward.

As we continue to grow and look to the future, we are never complacent. Our drive to succeed is relentless, and we are committed to providing every staff member with the resources and support needed to thrive in their roles.

At WISE Academies, our central team, leaders, teachers and support staff work hand-in-hand to share best practices and drive exceptional teaching and learning.

Our Research School and Early Years Stronger Practice Hub ensure our approaches are current and evidence-informed. If you are inspired by the opportunity to make a lasting impact and align with our vision of excellence, we would be thrilled to welcome you to our team.

Warm regards,

Zoe Carr OBE  
CEO - WISE Academies

Our values matter to all of us. They underpin the way we work together to provide an excellent education for our pupils. Our values represent the culture we aspire to every day, guiding our judgments, building trust, and helping us to always be 'our best'.



## Integrity

We always do what's right and adhere to our moral and ethical principles whilst working honestly with one another.



## Partnership

We put everything we have into everything we do and work as one team for the benefit of the communities we serve.



## Accountability

We take ownership and responsibility for our work, decisions and actions.



## Trust

We are open, transparent and reliable, continuously learning, doing our best to consistently deliver an excellent education for our pupils.

As a family of schools, our vision is simple: we shape children's futures through providing an excellent education.

Our schools exist and work hard to inspire each pupil to believe in themselves so they experience great success through our commitment to excellence across their educational journey.

Our schools are located across Northumberland, Newcastle, South Tyneside, Sunderland and Durham. We support our schools as individual schools, as well as providing opportunities for schools to come together and learn from other schools within the trust.

## Eighteen Academies across the North East

- Bothal Academy, Ashington
- Central Academy, Ashington
- Croftway Academy, Blyth
- Malvin's Close Academy, Blyth
- Morpeth Road Academy, Blyth
- Bexhill Academy, Sunderland
- Hasting Hill Academy, Sunderland
- North View Academy, Sunderland
- Town End Academy, Sunderland
- Ashley Academy, South Tyneside
- Welbeck Academy, Newcastle upon Tyne
- Esh Winning Academy, Durham
- St Andrew's Academy, Durham
- Thornley Academy, Durham
- Adderlane Academy, Prudhoe
- Prudhoe West Academy, Prudhoe
- Haltwhistle Academy, Haltwhistle
- Shaftoe Trust Academy, Haydon Bridge



# Supporting school improvement

6



**WISE Academies is playing a leading role as part of the Research Schools Network supporting schools by developing evidence-informed practices and processes.**

Town End Research School is one of only 33 research schools in England, specialising in all areas of literacy, social and emotional learning, behaviour and metacognition.

Research schools aim to translate research evidence into tangible classroom practice and support schools in their region to make better use of evidence to inform teaching and learning.

**Funded by the Education Endowment Foundation**, they are hubs based within schools whose role is to build and strengthen networks of schools and help them access good quality, evidence-based education research and implement it in everyday classroom practice.

The network's collective mission is to break the link between family income and educational achievement by supporting schools, nurseries and colleges to improve outcomes for pupils - especially those experiencing disadvantage.

Town End Research School runs free webinars throughout the year on a series of topics and CPD programmes and conference events.

Visit [researchschool.org.uk/townend](http://researchschool.org.uk/townend)



## Early Years Stronger Practice Hub

WISE Academies is also proud to support the Great North Early Years Stronger Practice Hub at Haltwhistle Primary Academy.

The hub acts as a guide supporting other nurseries and childminders in our area to adopt evidence-based practices and improvements to their outcomes.

Visit [wiseacademies.co.uk/great-north-stronger-practice-hub](http://wiseacademies.co.uk/great-north-stronger-practice-hub)



## Initial Teacher Training

For over a decade, WISE ITT has been helping aspiring teachers across the North East turn their passion into a fulfilling career in education. We are proud to partner with Northumbria University as an official initial teacher training delivery partner.

WISE ITT is a fully immersive, school-centred training programme that places participants in the classroom from day one. They learn from experienced teachers, skilled mentors and university experts - developing the confidence and practical skills needed to succeed in today's classrooms.

The programme focuses on the 3-11 age range, combining high-quality academic study with hands-on experience in multiple schools and year groups.

Visit [wiseacademies.co.uk/wise-itt](http://wiseacademies.co.uk/wise-itt)

As a trust we value each and every member of staff. Our vision is to develop a highly skilled, resilient and successful workforce.

To help achieve this we have:

- A comprehensive training programme in place for all staff
- Aspiring leader positions to create capacity ahead of need
- Staff recognition and reward
- Staff annual Wellbeing Day
- Positive relationships with trade unions
- Employee Engagement forums
- Comprehensive EAP through Schools Advisory Service

We are proud to provide opportunities for growth and progression for our staff. We have a committed People team that ensures every employee has opportunities to thrive.

We have employee engagement forums and staff recognition systems in place to ensure all members of staff are heard and know they are valued.

Figures from a recent staff survey found:

- 99% of staff feel they work well together
- 98% of staff enjoy working for their academy or team
- 95% of staff feel their wellbeing is supported by managers
- 92% feel their professional development is well supported
- 90% of staff say they have job satisfaction

Our culture:

- Transparent
- Honest
- Non-judgmental
- Accountable
- Trusting
- Supportive
- Altruistic

97%  
of employees enjoy  
working for WISE  
Academies  
(Nov 2024)



# Lead with purpose. Inspire success. Deliver excellence.

8

Step into a transformational role. Bothal and Central primary schools are joining WISE Academy in 2026 and we're seeking two dynamic heads to lead the way.

Bothal and Central are large, well-established sister primary schools, each with around 700 pupils, proudly serving the community of Ashington in Northumberland - a community rich in potential and resilience.

Guided by the belief that every child deserves certainty, belonging and excellence, regardless of background, both schools have fostered a culture where leaders are persistent in ambition, insistent on high standards and consistent in implementation.

In October 2023, Bothal was graded 'Outstanding' across the board by Ofsted and Central was graded 'Good' with outstanding features - EYFS, Leadership and Management, and Behaviour and Attendance - a testament to their strength and relentless focus on doing what is right for children.

These new roles arise from strategic growth. As both schools join WISE

Academies on March 1 from the current Ashington Learning Partnership Foundation Trust, the current Executive Headteacher will transition into the role of Regional Director.

This planned succession builds on existing strength, creating the opportunity to appoint two exceptional headteachers to guide each school into its next phase as part of the WISE family.

You will lead your own school, working in close partnership with your sister headteacher within a supportive trust structure which includes strong, centralised leadership roles.

This is a rare opportunity to lead a large split-site primary school at a pivotal moment.

This role suits an experienced headteacher seeking significant scale, or an exceptional senior leader ready for headship within a structured and supportive trust environment.

If you are ambitious for children, committed to serving disadvantaged communities, and motivated to lead as part of a disciplined and principled team, we will welcome your application.

“ Pupils thrive at this exceptional school... staff subject knowledge is exceptional.”

Ofsted report - Bothal Primary School, November 2023

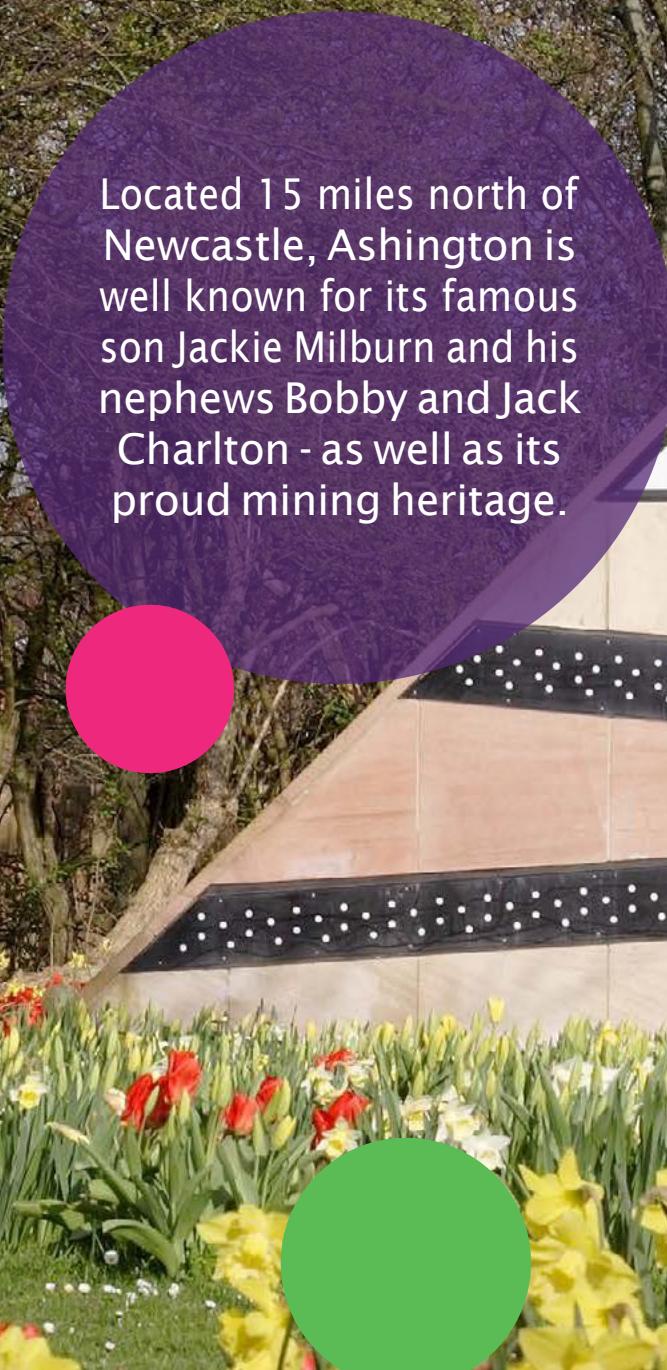
“ Central Primary School is a haven for its pupils and families.”

Ofsted report - Central Primary School, November 2023

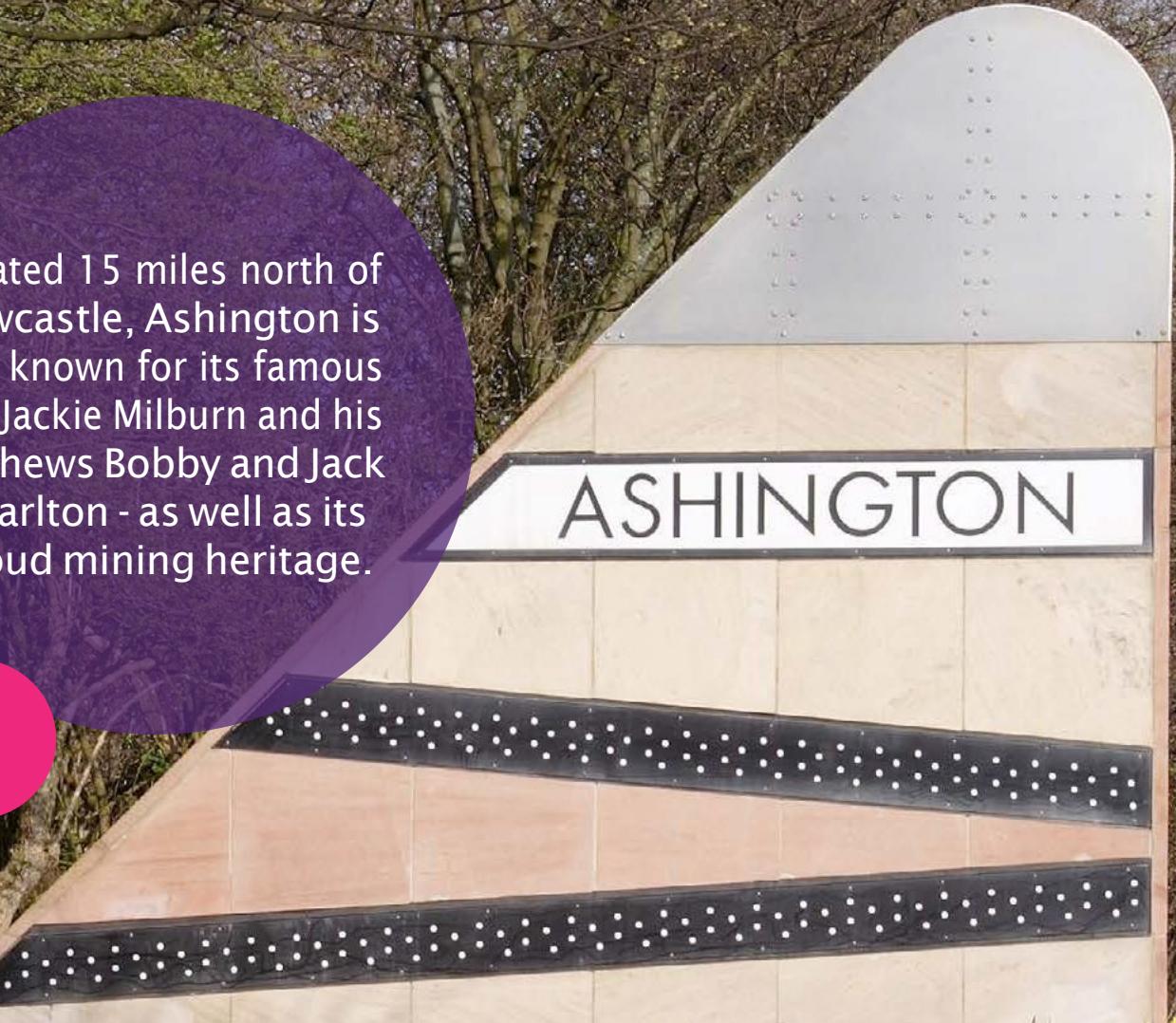


# An amazing place

10



Located 15 miles north of Newcastle, Ashington is well known for its famous son Jackie Milburn and his nephews Bobby and Jack Charlton - as well as its proud mining heritage.



ASHINGTON



The 'Couple' statue off the coast of nearby Newbiggin-by-the-Sea

The town's name is believed to originate from Aschendenu - an Anglo-Saxon place-name that means 'valley (a dene or 'denu') overgrown with ash trees'. Quite apt, given the ash tree is seen historically as a tree of initiation, holding the key to cosmic wisdom and universal truth.

In the mid-19th century Ashington became known as the 'world's largest coal mining village', attracting newcomers from as far away as Ireland and Cornwall to work in its mines.

In the 1930s some of the Ashington miners enrolled in painting classes as an alternative pastime, producing paintings to sell at local markets to supplement their wages and exhibiting in galleries under the name 'The Pitmen Painters'. A book taking their name by William Feaver was made into a stage play by Lee Hall which launched in 2007 and has since been performed around the world.

The 1970s and 80s saw the rapid decline of the coal industry and the job losses had a significant effect on the community. Major land reclamation of colliery sites saw the development of the QEII Country Park and the Ashington Community Woodland.

Woodhorn Colliery, which closed in 1981, was turned into a mining museum and is now home to the Ashington Group of paintings and Northumberland Archives.

In December 2024, the Northumberland Line to Ashington was reopened after more than 60 years. This provides a direct rail route to Newcastle taking just 35 minutes, connecting to the East Coast Main Line from London to Edinburgh.

Northumberland is a beautiful county famed for its stunning coastline and national park. Popular tourist destinations include Alnwick Garden, Bamburgh Castle, Holy Island, Kielder Forest and the market towns of Berwick, Alnwick, Morpeth and Hexham.

House prices are around 20 per cent below the national average in the south east of the county, with the choice of urban or rural locations within minutes of Ashington.

Find out more about the area at [visitnorthumberland.com](http://visitnorthumberland.com)

Position	Headteacher - Permanent
Location	WISE Academies  Bothal Academy, 19 High Market, Ashington, Northumberland, NE63 8NT/WISE Academies,  Central Academy, Third Avenue, Ashington, Northumberland, NE63 9BE
Salary	L22-28
Hours	Full time - Teacher's Terms and Conditions
Vacancy ref.	BOT/CEN/292500 Please quote this vacancy number when requesting additional information

**Are you a visionary leader who believes that every child, regardless of their starting point, has the potential to achieve greatness?**

We are recruiting for two exceptional headteachers to lead our vibrant school community.

Bothal Primary School (Upper and Lower sites) and Central Primary School (Upper and Lower sites).

With approximately 700 pupils on roll at each school, we proudly serve the fantastic community of Ashington. We are relentlessly focused on ensuring our children succeed academically while celebrating the unique personal milestones that make every child shine.



## An exciting new chapter

This is a pivotal moment in our history. Bothal and Central primary schools, currently part of the Ashington Learning Partnership, working closely together to serve 1,500 children across the town.

On March 1 2026, our schools will officially join WISE Academies. This merger has created a brand-new, exciting opportunity for a dedicated leader to champion the next phase of Bothal and Central's journey as we integrate into a trust known for its commitment to excellence and collaborative innovation.

The new roles are to commence on September 1 2026 and the current Executive Headteacher will support the transition as the new Regional Education Director.

The current Executive Headteacher and WISE Academies CEO would welcome the opportunity to meet prospective candidates to share the vision of the trust and understand your skills and experiences.

The successful candidate will:

- **Strategic and impact-driven leadership**

Be an experienced and accomplished leader with a proven ability to drive sustained school improvement and deliver measurable gains in pupil outcomes across all areas of responsibility.

- **Deep expertise in primary education**

Bring a comprehensive understanding of the full primary journey, from our 2 year old provision in Early Years through to the academic and pastoral demands of Key Stages 1 and 2.

- **High expectations of culture**

Establish and sustain a culture of certainty built on strong systems, consistent routines and uncompromising expectations. Ensure that the school environment visibly reflects pride and high standards, setting the tone for learning and conduct. Champion exemplary behaviour, positive attitudes and respectful manners, so that clear behavioural and social norms are understood, modelled and upheld by all members of the school community.

- **Curriculum and teaching**

Be skilled in designing and leading a coherent, knowledge-rich curriculum, with a strong track record of translating ambition and high expectations to excellent classroom practice for all pupils through a strong knowledge of the principles of effective teaching & learning and implementation through professional learning and coaching.

- **Personal development of children**

Demonstrate a strong commitment to the holistic development of every child, ensuring pupils flourish both academically and personally. Champion character education, wellbeing, enrichment, inclusion and positive behaviour, so that children develop confidence, resilience, independence and a strong sense of belonging. Ensure that personal development is thoughtfully woven through the curriculum and wider school experience, preparing pupils to thrive in modern Britain and beyond.

- **Inspirational role model**

Be an exceptional classroom practitioner who leads with integrity and ambition, sets high expectations for every child, and empowers staff to continually develop and excel.

- **Trusted collaborator and community builder**

Be committed to working in partnership across WISE Academies and with the wider community, balancing the Trust's shared values and operating models, with a clear celebration of Bothal and Central's unique identity.

- **Skilled and confident communicator**

Be an articulate, emotionally intelligent leader who builds strong, trusting relationships with staff, families, governors, and external partners.

We can offer you:

- **Leadership within a Nationally Recognised Trust**

Be part of WISE Academies, a high-performing Trust with a proven track record of school improvement, offering strong governance, clear vision, and a culture that values both collaboration and local identity.

- **A thriving pupil community**

Work with nearly 700 curious, motivated, and respectful children who bring energy, enthusiasm, and joy to everyday school life.

- **A culture rooted in values and inclusion**

Lead within a creative, inclusive environment where the development of the whole child sits at the centre of decision-making, alongside a genuine commitment to staff wellbeing and sustainable workloads.

- **Exceptional professional support and development**

Benefit from extensive trust-wide networks and specialist central services in finance, people, estates, and school improvement, freeing you to focus on strategic leadership and high-quality teaching and learning.

- **Investment in leadership growth**

Access high-quality professional development, coaching, and autonomy within a supportive network that nurtures leaders at every stage and invests in the success of the entire workforce.

WISE Academies safeguards and protects its students and staff by being committed to respond in accordance with Local Safeguarding Board Procedures.

The Trust is committed to safer recruitment and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an Enhanced Disclosure Barring Service clearance. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure Barring Services.

The Trust is an equal opportunity employer and encourages applications from as diverse a group as possible.

WISE Academies will also consider carrying out an online search for all candidates to help identify any potential issues that are publicly available online. Applicants must have authorisation to work in the UK.

You can apply online through the North East Jobs website, go to WISE Academies Jobs and click Apply for Headteacher - Permanent - Bothal/Central Academy

Please add a statement of no more than one page stating which Academy would be your preference.

For further details, please see the supporting documents section of this advert. For any queries, please contact WISE Recruitment Team by telephone 0191 7070125 [option 5] or email [recruitment@wiseacademies.co.uk](mailto:recruitment@wiseacademies.co.uk)

Please quote the vacancy reference when requesting additional information.

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**Closing date: 12noon Monday March 16**

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**Shortlisting: w/c March 23**

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**Interviews: w/c March 30**

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**School visits: Friday March 6,  
Tuesday March 10**



WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Salary: L22-28

Reporting to: Hub Lead/Regional Education Director/CEO and Trustees of WISE Academies

## Job purpose

To provide professional leadership for the academy which secures its success and improvement, ensuring quality education for all and high standards of learning and achievement in line with the ethos of WISE Academies.

## Core purpose of the role

1. Duties to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document.
2. To lead and manage the academies in full accordance with the policies determined by the Trustees of WISE Academies and the Local Governing Body and in conjunction with the CEO.
3. To carry out the duties of Designated Safeguarding Lead post including committing resources and, where appropriate, supporting and directing staff.
4. To promote and safeguard the welfare of children at all levels.
5. To secure the realisation of the educational vision of the Academy as determined by the Trustees and Trust of WISE Academies.
6. Create a high-quality learning experience for the communities served by WISE Academies and through its range of services.
7. Senior Leadership experience in a similar role is essential.

# Duties and responsibilities

## Strategic planning

1. Working with the CEO and those responsible for governance to develop the strategic vision for the academy.
2. Ensure that the vision for the academy is implemented and is understood and acted upon by all.
3. Work to turn the vision into agreed objectives and operational plans which will promote and sustain school improvement.
4. Demonstrate the vision and the values of WISE Academies in everyday work and practice.
5. Motivate and work with others to maintain the shared culture and positive climate.
6. Ensure creativity, innovation and the use of appropriate new technologies and other resources to achieve excellence in the academy's curriculum.
7. Ensure that strategic planning takes account of the values of WISE Academies and meets the needs of the community served by the academy.
8. Manage change and new initiatives in line with the WISE Academies vision, whilst retaining and building on the academy's existing strengths and in line with the vision of WISE Academies.

## Leadership of the Academy

1. Organise and implement a broad, balanced and dynamic curriculum from EYFS to Key Stage 2 in line with the vision and values of WISE Academies and which ensures differentiation and reflects the individual abilities and needs of all pupils.
2. Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress; in every child's learning.
3. Work with other leaders within WISE Academies to secure creative, responsive and effective approaches to learning and teaching.
4. Help to foster a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
5. Embed the WISE Academies philosophy of high expectations and aspirational targets for the academy.
6. Challenge any under-performance at all levels and ensure effective intervention where appropriate.
7. Ensure that effective learning is at the heart of all strategic planning and resource management.
8. Implement strategies which ensure high standards of behaviour and attendance.
9. Closely monitor, evaluate and review classroom practice and implement improvement strategies.

10. Provide the inspiration and motivation to the whole academy to maximise expectations and build success.
11. Take action to secure rigorous self-review which feeds into improvement planning.
12. Maintain and develop the welcoming, caring and inclusive environment of the academy and take responsibility for safeguarding the welfare of all the children.
13. In line with the WISE Academies vision to promote a successful and stimulating learning environment that raises achievement and ensures excellence.
14. To lead the academic, spiritual, moral, social, emotional and cultural welfare and development of the children at the academy.
15. Maximise the performance of all within the WISE Academies group through high quality learning and teaching which motivates, challenges and empowers.
16. To operate within the WISE Academies' framework of accountability.

## As Manager of the Academy

1. Ensure that the academy is conducted in line with the values of WISE Academies and which is in line with legal requirements.
2. Produce and implement clear improvement plans and policies for the development of the academy for the future.
3. Recruit, retain and deploy staff appropriately and manage them in accordance with the scheme of delegation to achieve the vision and goals of the organisation.
4. Manage and organise the academy to ensure that it meets the needs of the curriculum, safeguarding requirements and health and safety expectations.
5. Take responsibility for the day-to-day management, control and organisation of the academy reflecting the policy of the organisation and with the support of the CEO.
6. Use and integrate a range of technologies effectively and efficiently to manage the academy.
7. Motivate and lead the team of professionals within the academy.
8. Implement successful appraisal processes with all staff.
9. Comply fully with the organisation's requirements in managing the academy's finances and to report to the CEO accordingly.
10. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
11. Ensure the supervision, security and maintenance of buildings and grounds including the health and safety of all within the premises.

## Accountability

1. Providing appropriate information, advice and support to the Local Governing Body, Trustees and Trust of WISE Academies to enable it to meet its responsibilities.
2. Provision of comprehensive information to the CEO of WISE Academies to enable her/him to fulfil their statutory responsibilities.
3. Ensuring that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the academy's targets for improvement.
4. Ensuring that the academy meets all legal requirements in relation to equal opportunities legislation and that it is conducted in accordance with legal requirements.
5. Ensuring that the academy complies with all statutory requirements relating to the provision of education and other relevant legislation.
6. Develop a culture that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes within the academy and across the WISE Academies Group.
7. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
8. Work with the CEO, providing information and accurate accounts of the academy's performance to a range of audiences including Trustees, Local Governing Body, parents and others.
9. Liaise and co-operate with partners on the discharge of Headteacher functions and seek advice when necessary.

## Other responsibilities

1. Develop relationships to secure that the interests of WISE Academies are actively promoted.
2. Ensure that the vision, values and ethos of WISE Academies are embedded and are evident in the daily life of the Academy.
3. To ensure the Academy's management and organisational structures are fit for purpose and facilitate continuous improvement.
4. To deploy all resources, including staff and financial resources, in such a way that the WISE Academies' education vision is delivered.
5. Maintaining effective financial control, securing value for money.
6. Maximising WISE Academies' resources by seeking additional funds from external sources.
7. Maintaining effective management and administrative processes and procedures at all levels.
8. Ensuring the sufficiency, suitability and maintenance of the Academy's physical infrastructure.

9. To be proactive in engaging the community.
10. To undertake risk assessment as appropriate.
11. Uphold provision for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
12. Encourage close parental involvement in the day-to-day life of the academy, and ensure that communication between the academy and home is effective.
13. To ensure a high standard of customer service to users of the academies.
14. To represent the academy/company at meetings or other events.
15. To carry out duties in accordance with full regard to WISE Academies policies and procedures.
16. To undertake such other reasonable duties as may be required within the Academy.

## Generic duties relevant to all members of staff

### 1. Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, and any key stakeholders
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

### 2. Professional development

- Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

### 3. Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

### 4. The Trust

The Mission Statement of our Trust is WE are a family of schools who exist to INSPIRE each pupil to believe in themselves so they experience great SUCCESS through our commitment to EXCELLENCE. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values

All staff should act with professional integrity at all times, following the "Code of Conduct".

Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other schools within the Trust and you should expect to travel between sites as required.

### 5. Teaching and learning

This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle.

This may mean undertaking tasks outside of your area of responsibility where required.

### 6. Collective responsibility

At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders. As a WISE Team we always act with Honesty, Integrity and Fairness in everything we do.

## 7. ICT

- All staff will be expected to utilise ICT and to improve communication and reduce paper use
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

## 8. Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

## 9. Safeguarding

- WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

## 10. Data Protection

- WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# Person specification: Headteacher

23

CRITERIA	QUALITIES
Qualifications & Training	<ul style="list-style-type: none"> <li>• A strong academic background, with a degree and QTS from a recognised institution.</li> <li>• NPQH (National Professional Qualification for Headship) or a demonstrable commitment to completing it within an agreed timeframe.</li> <li>• Evidence of ongoing professional study, such as a Master's degree or higher diploma in Educational Leadership or Management.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• A track record of cultivating high-performing cultures where holistic initiatives (e.g., OPAL, Forest School) are not just “add-ons” but are integrated into the core curriculum to drive well-being and attainment.</li> <li>• Expertise in diagnostic instructional leadership, using classroom observations not as a “check-box” but as a tool to mentor staff and facilitate a step-change in teaching quality.</li> <li>• Experience and evidence of managing, developing, inspiring and motivating staff.</li> <li>• A track record of driving school-wide excellence by setting high expectations and motivating staff through a ‘high-challenge, high-support’ framework that builds both confidence and competence.</li> <li>• A deep pedagogical understanding of the journey from EYFS to KS2, with a proven ability to ensure seamless transitions and sustained high outcomes across all key stages.</li> <li>• Strategic oversight of curriculum design, with evidence of leading a subject or phase that resulted in measurable improvements in pupil progress and teacher confidence.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Expertise in diagnostic instructional leadership, using classroom observations not as a “check-box” but as a tool to mentor staff and facilitate a step-change in teaching quality.</li> <li>• Experience and evidence of managing, developing, inspiring and motivating staff.</li> <li>• A track record of driving school-wide excellence by setting high expectations and motivating staff through a ‘high-challenge, high-support’ framework that builds both confidence and competence.</li> <li>• A deep pedagogical understanding of the journey from EYFS to KS2, with a proven ability to ensure seamless transitions and sustained high outcomes across all key stages.</li> <li>• Strategic oversight of curriculum design, with evidence of leading a subject or phase that resulted in measurable improvements in pupil progress and teacher confidence.</li> </ul>

CRITERIA	QUALITIES
<b>Skills &amp; Competences</b>	<ul style="list-style-type: none"> <li><b>Political &amp; Educational Acumen:</b> A working understanding of national primary education policies and the strategic opportunities within the Academies agenda, with the ability to navigate legislative changes to the school's advantage.</li> <li><b>A Proven “Standards-Raiser”:</b> Demonstrable success in <b>lifting attainment and accelerating progress</b> across the primary age range, supported by a track record of data-driven improvement.</li> <li><b>Ambition for Every Learner:</b> A relentless commitment to an <b>ambitious, high-expectation curriculum for pupils with SEND</b>, ensuring that “inclusion” translates into genuine academic and social parity.</li> <li><b>Specialist Intervention Strategies:</b> Comprehensive knowledge of diverse methodologies and adaptive teaching practices to ensure pupils with SEND meet and exceed highly personalised progress targets.</li> <li><b>Expert knowledge of current pedagogy</b> and the ability to lead staff in the collaborative design of an innovative curriculum that translates educational theory into exceptional classroom practice.</li> </ul>
<b>Other Requirements</b>	<p><b>Strategic Leadership &amp; School Improvement</b></p> <ul style="list-style-type: none"> <li><b>Proven Executive Impact:</b> A demonstrable track record of transformative school leadership, with clear evidence of raising standards and sustaining excellence.</li> <li><b>Data-Driven Strategy:</b> The ability to translate complex school performance data into ambitious, measurable targets and robust action plans that deliver visible results.</li> <li><b>Analytical Problem Solving:</b> An analytical mindset capable of analysing information from diverse sources to problem solve.</li> </ul> <p><b>People, Culture &amp; Communication</b></p> <ul style="list-style-type: none"> <li><b>Compelling Communicator:</b> The ability to articulate a clear vision to all employees, with the ability to negotiate at all levels and the emotional intelligence to resolve conflict at the early stage.</li> <li><b>Inspirational Leadership:</b> A leader who establishes a clear sense of direction, fostering a culture of collective efficacy by empowering, inspiring, and motivating staff at all career stages.</li> <li><b>Cultural Champion:</b> A proven ability to unite the school behind a vibrant and inclusive ethos, ensuring a shared sense of belonging among staff, pupils, parents, and external stakeholders.</li> </ul>

CRITERIA	QUALITIES
<b>Other Requirements</b>	<p><b>Operational Excellence &amp; Resilience</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Resource Management:</b> Strong business and financial acumen, ensuring the school's resources and "business" functions are optimised to support educational outcomes.</li> <li>• <b>Strategic Prioritisation:</b> Exceptional organisational skills and the composure to lead through complex periods, making balanced, high-level decisions and meeting rigorous deadlines without compromising quality.</li> <li>• <b>Digital Leadership:</b> Proficiency in leveraging technology as a strategic management tool and as a driver for innovative teaching and learning.</li> </ul> <p><b>Professional Attributes</b></p> <ul style="list-style-type: none"> <li>• <b>Reflective &amp; Adaptive Leadership:</b> A commitment to continuous personal growth, demonstrating the humility to accept constructive critique and the agility to lead the school through periods of change.</li> <li>• <b>Collaborative Mindset:</b> A deeply collaborative approach to leadership, valuing the expertise of others and building strong, professional partnerships.</li> <li>• <b>Stakeholder Engagement:</b> A commitment to "excellence in service," ensuring that every interaction with parents and stakeholders reflects the school's high standards and values.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the seven principles of public life (the Nolan Principles) at all times.</li> </ul>



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