

**Assistant Headteacher**

**Applicant Information Pack**

**September 2025**

**Closing Date:**

**Start Date: 1st September 2024**

**Salary Range: L11-L16**

**Key School Information**

**School Name**: Wixams Academy

**Status**: Free School, (11-18) Secondary Academy

**Contact details**: Tel 01234 608950

**E-mail**: info@wixamsacademy.co.uk

**Website:** [www.wixamsacademy.co.uk](http://www.wixamsacademy.co.uk)

**Introduction and School Context:**

Due to our continued growth, we are now seeking to appoint an exceptional Assistant Headteacher to join our school and to work within our dedicated and enthusiastic team.

Wixams is one of the most rapidly growing developments in the southern region, straddling the boundary of Central Bedfordshire and Bedford Borough, and is characterised by beautiful open countryside, lakes, and an aspirational and vibrant close-knit community. Sitting just south of Bedford it has grown rapidly over the last 10 years.

At full capacity by 2030, Wixams Academy will be a Year 7-13 secondary school and sixth form, for 1750 students. We currently have pupils from Year 7-13 and we are adding forms of entry each year to meet local demand. The Academy building provides the community with excellent state-of-the-art facilities throughout with significant extensions and additional sports facilities opening in September 2024.

We work closely with local primary schools including Lakeview, Wilstead and Wixams Tree Primary. Our collective aim is to create an outstanding educational offer for local families.

We are currently in the process of a voluntary merger with [Knowledge Schools Trust](https://www.knowledgeschoolstrust.org/) and Wixams Academy and Wixams Tree Primary will join this larger Multi-Academy Trust in the Spring to create a hub in the region. This will not only create better career opportunities for our staff but will also enable us to work with other schools to share best-practice and innovation.

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**Letter from the Headteacher:**

Dear Applicant,

Thank you for showing an interest in becoming an Assistant Headteacher at Wixams Academy. Your key roles will be to strategically lead all aspects of inclusion, pastoral care and personal development. These areas are already great strengths of the Academy, but we have now grown to the size where we require an excellent, experienced practitioner to lead and further develop these core features.

Our vision is to “provide all of our pupils with a first-class academic education comparable with the very best schools nationally. We also aim to develop those skills and qualities in our pupils’ character which, hand-in-hand with exam qualifications, will deliver success and resilience in later life”.

This is an exciting time to be joining the academy. We are in our seventh year of opening and have developed a strong reputation in Bedfordshire, having established the core principles and processes to begin to realise our vision with good outcomes for our pupils. and we are. We are one of the most over-subscribed schools in the region. Our new Headteacher, Nathaniel Wilson, joins us from Charter School in East Dulwich in April 2024 and will work closely with me and our leadership team to continue to raise standards as we grow in size.

The position will start in September 2024 and if selected, you would have an integral role in the Senior Leadership team. Your input would help to further shape the strategic development of the academy as we grow into a full secondary school and sixth form.

The Academy is growing quickly, with 930 pupils and over 120 members of staff currently. If selected, you will find yourself part of a rapidly growing Academy community, with all of the rewards and challenges that this will bring.

I look forward to meeting you very soon.

Yours sincerely,

Mr Nathaniel Wilson

Headteacher



**JOB DESCRIPTION**

**Assistant Headteacher – Wixams Academy**

The Assistant Headteacher will motivate and inspire pupils, staff, parents and carers and the wider community to ensure every student achieves his or her full potential and is equipped to take advantage of a range of opportunities.

The Assistant Headteacher will work with the Headteacher, Leadership Team, Governors and the wider community to provide professional leadership, vision and direction for the academy. The Assistant Headteacher will support our culture that promotes excellence, equality and high expectations for all.

**Overall purpose:**

The Assistant Headteacher will:

* Be a member of the academy’s Leadership Team.
* Assist the Headteacher in leading and managing the academy.
* Undertake such duties delegated by the Headteacher.
* Play a major role, under the overall direction of the Headteacher and in collaboration with all members of the Leadership Team, in formulating and reviewing the academy’s Strategic Plan and its aims and objectives by:
* Developing the policies through which they shall be achieved.
* Leading and managing staff and resources to that end.
* Monitoring progress towards their achievement.
* Contributing to quality assurance and self-evaluation.

The Assistant Headteacher will be responsible for providing professional leadership which:

* Builds and sustains the academy’s continual improvement.
* Secures a high-quality education for all its students and enables them to achieve their full potential in terms of academic, spiritual, moral, social, emotional and cultural development.
* Forges further collaboration and partnership across local networks.

**Specific Areas of Responsibility**

* Leading all aspects of pastoral support and safeguarding activities across the Academy including.
* Leading and managing the Designated Safeguarding Lead team.
* Analysing the academic and attendance impact of pastoral support and interventions across the academy.
* Key strategic link for work with external agencies for all safeguarding and pastoral work.
* Working with other academies in the trust to share best practice on all pastoral and safeguarding activities.
* Strategic leadership of SEND, including line management of the SENDCo.
* Leadership of pupil voice including coordination of all pupil council/leadership activities.
* Deliver whole academy training where appropriate.

**The Management of Staff**

* To be responsible for the line management and performance management of members of staff as directed by the Headteacher.
* To participate in the recruitment and development of teaching and non-teaching staff of the academy.
* To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
* To provide professional advice and support and identify training needs as appropriate.

**Class Teacher Responsibilities**

* To carry out duties of an academy teacher.
* To carry out the duties of a general class teacher as detailed in the academy’s class teacher job description.

**Strategic direction and continuous improvement:**

The Assistant Headteacher will:

* Work with the Leadership Team to develop and sustain a challenging and clearly articulated vision for the academy, which sets high standards for all pupils and which is understood, shared and acted upon effectively by students, staff and the Governing Body.
* Seek to ensure that the vision underpins the strategic direction of the academy and forward planning at all levels.
* Work within the academy community to translate the vision into agreed priorities, action plans and demanding goals and targets aimed at maximising every pupils’ personal progress and achievement, whilst promoting ongoing academy improvement.
* With the Leadership Team, ensure that plans resulting from the strategic direction agreed for the academy are rigorously appraised and result in courses of action that are competently implemented and thoroughly embedded.
* Ensure that planning takes account of the values and experience of the academy and its wider community, whilst taking full advantage of local and national circumstances, both known and anticipated, in order to nurture the continuing development of an exciting learning environment appropriate
* Ensure that, in its strong support of the pastoral and welfare needs of every student, the academy remains fully committed to safeguarding and works effectively with relevant agencies to this end.



**PERSON SPECIFICATION**

**Assistant Headteacher – Wixams Academy**

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| --- | --- | --- |
|  |  | **Evident in** |
| **Selection Criteria** | **Essential** | **Application form (A)** |
|  | **(E)** | **Application letter (L)** |
|  | **Desirable** | **Interview process (I)** |
|  | **(D)** |  |
| **Qualifications** |  |  |
| Good honours degree or equivalent | E | A/L |
|  Qualified teacher status | E | A/L |
| Evidence of further leadership professional development | D | A/L |
| **Experience** |  |  |
| Successful middle leadership experience | E | L/I |
| Successful experience of leading a whole academy | E | L/I |
| initiative/area |  |  |
| Successful senior leadership experience | D | L/I |
| Track record of impact in current role | E | L/I |
| Experience of successfully leading and managing a team of | E | L/I |
| people to markedly improve student outcomes |  |  |
| Successful experience in a teaching and learning | E | L/I |
| Successful experience of working successfully in partnership | D | L/I |
| with other academies |  |  |
| **Knowledge & Understanding** |  |  |
| Effective teaching and learning strategies | E | L/I |
| Strategies to improve quality of marking and feedback | E | L/I |
| Whole academy systems for quality assurance and | E | L/I |
| accountability |  |  |
| Current research and teaching practices | E | L/I |
| Innovative and effective training models | E | L/I |
| Current government policy and its implications for teaching | E | L/I |
| practices and achievement measures |  |  |
| Coaching and mentoring systems | D | L/I |
| Strategies for promoting Literacy and Numeracy across the | D | L/I |
| curriculum |  |  |
| **Skills** |  |  |
| Excellent interpersonal and communication skills, and the | E | I |
| ability to form strong relationships with all stakeholder |  |  |
| groups |  |  |
| Ability to think and act strategically | E | I |
| Ability to analyse, problem solve and prioritise | E | I |
| Ability to lead and manage people | E | I |
| Ability to inspire and motivate others | E | I |
| Ability to self-evaluate | E | I |
| Ability to self-organise and multi-task | E | I |
| Ability to learn from experience | E | I |
| **Other** |  |  |
| Ability to lead strategies successfully | E | L/I |
| Role model for teaching and learning across the academy | E | L/I |
| Ability to collaborate effectively as part of a team | E | I |
| Absolute commitment to the safety and welfare of all | E | I |
| students |  |  |
| Possession of an enthusiastic and “can-do” disposition | E | I |
| Willingness and ability to attend meetings/events outside | E | I |
| normal academy day |  |  |

**About Knowledge Schools Trust (KST):**

The Knowledge Schools Trust provides pupils with a rigorous and extensive knowledge-rich education, alongside a deep and lasting respect for the values of a modern and diverse world. Our vision and ethos are driven by a common desire to overcome inequality of opportunity.

**KST Aims:**

We aim for our schools to have the following characteristics:

* High aspirations, with a firm emphasis on academic achievement
* A rigorous knowledge-rich curriculum that draws from ‘the best that has been thought and said’.
* A comprehensive and non-academically selective intake
* Teachers who are expert in their subject, passionate about sharing their knowledge and committed to the school
* An approach to teaching that is based on research evidence about how pupils learn most effectively
* High expectations of pupil behaviour supported by outstanding pastoral care
* Active parental and community involvement
* A broad range of after-school clubs and activities
* A vibrant house system with healthy competition encouraged

**Our Values:**

Our Core Values are woven into the fabric of our school routines.

For our Primary Schools our values are to be:

* Kind
* Inclusive
* Scholarly
* Inspired
* Resilient

For our Secondary school(s) our values are to embody:

* Kindness
* Hard Work
* High Standards

**To Apply:**

For an Application Form, please visit: <http://www.wixamsacademy.co.uk/jobs>

Please complete the Application Form and Equal Opportunities form and send to:

CVs will not be accepted.

**Closing date:**

*The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).*