



Woodlands school

Part of the **Marches** Academy Trust

**Assistant Headteacher - Primary
Recruitment Pack**

November 2023



woodlands.school |



SY4 5PJ



@WoodlandsShropshire

Meet our Headteacher



Woodlands School is a Specialist School catering for children aged nine to sixteen who have Special Educational Needs (SEN), specifically Social, Emotional and Mental Health needs (SEMH).

The school has facilities for and can accommodate up to 84 children with EHC plans on a non-residential basis.

Children attend from year five to year eleven and are taught in small groups with a high staff ratio, usually two members of staff to each teaching group; one teacher and one Special Support Assistant. The high staff to child ratio within classrooms is recognition that children coming to Woodlands School have a range of learning, social, emotional and mental health needs. Consequently, they require a significantly higher level of support to enable them to access education where they have previously struggled in mainstream settings.

Woodlands has a very strong ethos that places the child at the centre of everything we do. We recognise that the young people we have in our school want to do well and want to achieve. We understand that sometimes they struggle to regulate their behaviour and we aim to support them through co-regulation to learn to manage themselves so they are ready to leave Woodlands School and cope in the world outside.

Our curriculum is broad and balanced. We provide a strong academic curriculum to GCSE / Level 2 and additionally a bespoke approach through our 'Hive' bespoke provision, which includes elements of the academic curriculum and also vocational learning both in school and off-site. The curriculum is centred around the needs of the child or young person set out in their Education, Health and Care Plan and is reviewed frequently.

Our ultimate aim at Woodlands is to prepare our young people for adulthood and enable them to take their next steps knowing they have the skills for independent living and the knowledge and understanding to become healthy adults who can access employment and engage positively with their communities.

Julia Taylor
Headteacher

Job description

Post title: Assistant Headteacher - Primary

Salary: Leadership Pay Scale L5 – L9 (£52,074 – £57,482)

Hours of work: Full time

Post status: Permanent

To start Easter 2024

We offer:

- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway.
- Career development opportunities including funded NPQs.
- Excellent resources and facilities.
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- As a school in the Marches Academy Trust staff have opportunities to engage with staff across the Trust to support and collaborate with peers and colleagues in sharing the expertise across our family of schools.

Purpose:

Woodlands is a truly wonderful place to be, and we are excited to be growing our team of happy, dedicated and committed staff. Do you want to be part of our journey?

This is a new role, created as a result of our expanding Acorns primary provision, which is currently for pupils in Key Stage 2 and Year 7, enabling us to educate more of our amazing young people who need our support to be the best they can be now, and in their futures. We want to be transformative, giving our children and young people an education that overcomes their past experiences and leads them to happy lives full of choice and opportunity,

Why this role above others?

You will be part of a team that has a variety of specialised teachers, all offering support and guidance to each other, which creates a positive and hardworking ethos. They go above and beyond to ensure all students achieve.

Any questions can be raised with Lisa Dugmore ahead of the closing date:

lisa.dugmore@wdl.mmat.co.uk



Responsible to:

Headteacher, Deputy Headteacher

We are seeking an Assistant Headteacher to work with us to lead us in developing our Acorns primary phase, including our Key Stage 2 curriculum. The role will lead on developing a provision to ensure all the pupils who join us during this phase have access to a truly inspiring curriculum and outstanding learning environment that enables them to close their learning gaps and achieve their very best.

You will be responsible for supporting staff and pupils to build the strong, professional relationships that form the foundation of the work we do to help pupils achieve their very best. You will help build our future, shaping the growth of our primary provision to change the lives of even more children and young people, creating an outstanding offer that enables them to truly feel that school is a wonderful place to be.

You are an experienced primary leader with experience of leadership at least at the level of Phase leader. You will have a track record of excellent results. You have strong understanding of the National Curriculum and how to plan and deliver an exciting and engaging learning. You will share the school's vision and the belief that all pupils can achieve at high levels.

This is a senior role in the school with substantial responsibility and the opportunity to have huge impact on the lives of children and their families. Our parents say we change how their children feel about school, and about themselves; who wouldn't want to be part of that?

Standards and Quality Assurance:

- You work collaboratively with the Senior and Associate Leadership Teams, and the Trust Executive Board, through a dialogue of mutual respect and challenge in pursuit of the school's mission.
- You hold the strategic responsibility to shape the primary provision to ensure it can meet the needs all our pupils needs, working to ensure our core offer is truly inclusive and there is flexibility to adapt the provision for the bespoke needs of individual pupils.
- You will implement clear and appropriate evidence-based improvement plans and policies and monitoring, evaluating and reviewing their effects.
- You will present information about the performance of the primary phase to a range of audiences including governors, parents and carers.
- You will take a significant role in contributing to school self-review and using its outcomes, along with a range of other evidence, in monitoring and evaluating aspects of school life and completion of the School Evaluation Documents in conjunction with the Headteacher.
- Undertake other duties as directed by the Headteacher.

In addition all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.

Teaching and learning:

- You will motivate and work with others to uphold a shared culture and positive environment which takes account of the diversity, values and experience of the school and the community.
- You will shape learning to enable pupils to make academic progress regardless of their starting points, developing provision that is based on stage not age.
- You will be the lead on assessment at Primary phase, enabling pupils, staff, parents and careers, and the LGB to understand pupil progress, in line with the whole school assessment system.
- You will develop strategies to promote parental engagement, ensuring communication is regular and effective.
- You will lead, monitor and evaluate the work of the primary team At Woodlands.
- You will develop and oversee a strong primary curriculum that enables pupils to achieve outcomes in line with their age-related expectations academically and developmentally.
- You will lead and develop a continuous provision model suitable for primary children at all ages and stages of academic and social development.
- Working with the Deputy Head (Quality of Education) and Assistant Head (SENDCo) you will ensure teaching and learning is adaptive to the needs of the pupils as part of the Woodlands core offer, ensuring interventions are in place to support pupils who struggle to access the core offer.
- You will work to secure the transition of our Acorns pupils into the Saplings phase at Secondary Key Stage 3.
- You will teach, at most, a 60% timetable to a range of abilities and ages as directed by the Headteacher
- Through your line management and support of others, you will ensure that teachers and support staff are being developed effectively and that the climate for learning in classrooms across the school is supporting strong pupil outcomes;

Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status. • First Degree or equivalent qualification. • A continued commitment to own continuous professional development appropriate to the role of Assistant Headteacher. • At least 3 years of experience in leadership at Phase Leader level. 	<ul style="list-style-type: none"> • Further study relevant to leadership • Further study relevant to child psychology / neuroscience of trauma
Experience	<ul style="list-style-type: none"> • A record of working as a successful leader demonstrating positive impact on pupil outcomes. • Experience of working with pupils with SEND, specifically SEMH • Experience of developing creative approaches to meet the needs of all learners inside and out of the classroom. • Experience of multi-agency education, health and care team working. • A track record of achievement as an outstanding classroom teacher. • Experience in contributing and playing a significant role in the development and implementation of a shared strategic vision. • Experience of line management and appraisal of teaching and non-teaching staff. • Leading staff in an informed and sensitive manner. • Experience of developing an exciting and innovative curriculum, reflecting the demands of the National Curriculum and the developmental needs of pupils. • Evidence of success in improving the achievement and attainment of students. • Ability to use ICT effectively. • Ability to set targets for staff and help them to evaluate their work in a way that develops their confidence. • Show commitment to meeting the needs of students. 	<ul style="list-style-type: none"> • Evidence of continued professional development to enhance leadership skills. • Experience in providing significant input into the School Development Plan with relevance to the new Ofsted framework. • Experience of working as part of a safeguarding team • Experience of leading reading and literacy schemes at primary phase.

Person Specification

Attributes	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of key data to inform the schools self-evaluation and improvement planning process. • Understanding of the neuroscience of trauma and attachment. • A demonstrable knowledge of effective strategies to engage and support pupils with SEMH needs. • Curriculum design and management, including alternative curriculum packages and approaches. • Knowledge and skill in managing the performance of staff to achieve outstanding practice. • Knowledge and understanding of developments in primary education at local and national levels. • The range of teaching strategies and classroom organisation open to teachers. • The range of learning strategies that can be employed by students. • Ability to analyse performance and plan effective intervention strategies to ensure students make good progress. • Ability to ensure a high support and high structure environment for managing behaviour which enables all students to achieve. • A comprehensive understanding of primary assessment, including detailed knowledge of tracking systems. • An understanding of target setting and its use and limitations in raising aspirations. • A commitment to the wellbeing of staff and reduction of unnecessary workload • Knowledge and understanding of safeguarding procedures. 	<ul style="list-style-type: none"> • Evidence of leading effective intervention to ensure students meet and exceed challenging targets.
Personal qualities and communication	<ul style="list-style-type: none"> • Excellent communication skills • Excellent manner when interacting with adults and pupils • Outstanding interpersonal skills • Ability to work well as a leader and a team member • Energy, creativity and initiative • Ability to support and challenge others • Commitment to professional development 	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

Who we are

Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Woodlands School is a special school for children and young people who have social, emotional and mental health needs. We are proud of the high expectations and aspirations we set for every child and young person, providing an inspiring environment where everyone can learn and achieve.

We provide ambitious and exciting opportunities through well-designed and individualised curriculum packages.

You will be part of a highly effective, supportive team who readily share best practice amongst the team.

Check out our video:

<https://youtu.be/mWoj17al6LA>

Interested? Here's how to apply:

- [Complete the online application](#)

Closing date for applications: 24th November 2023 at 9am

Shortlisting: 24th November

Interview Date: 5th December

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement. We are therefore seeking to appoint an Assistant Headteacher - Primary

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are , innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School in Shifnal

Sarah Finch

CEO

The Marches Academy Trust



Meet our Chair of Trustees



Thank you for your interest in this role of Assistant Headteacher - Primary

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 5,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We have an amazing team of teachers and staff that are dedicated to creating amazing places for students to learn whilst instilling a love of learning and life, the drive to achieve, to develop a sense of responsibility, combined with honesty and respect.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Alex Fry
Chair of Trustees

Our Trust vision statement and values

Our vision:

Achievement through caring

Mission statement:

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

Values:





Alliance of Leading Learning

We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant. Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

(Cavella Priestley-Bird
Executive Director of ALL)

Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.



We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

- Emotional - Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.
- Physical - we are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.
- Financial - we offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).
- Social - encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilise SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know:

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



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