

WYMONDHAM
COLLEGE



Candidate Recruitment Pack

Assistant Principal

Achievement & Progress

Closing Date | Monday 24 April 2023 (Midday)

Interviews | W/C 01 May 2023

Start | 01 September 2023



A welcome from the Principal

Dear Applicant,

Thank you for your interest in the post of Assistant Principal (Achievement & Progress) at Wymondham College. I hope that the information in this pack gives you a sense of the importance of this role in the continued development of our World Class School.

Wymondham College is a school community unlike any other and is the largest State Boarding school in the country with over 1300 students on role, half of whom board with us. We have a staff in excess of 400 and our campus covers 83 acres of beautiful Norfolk countryside.

We are extremely proud of our heritage and our strong academic performance underpinned by a broad and balanced curriculum and extensive Wymondham Life programme. The successful candidate will strategically lead on achievement and progress across key stages 3, 4 and 5 in addition to a variety of other leadership responsibilities.

Wymondham College offers:

- A strong commitment to developing the whole child
- Achievement that is viewed in its broadest sense
- A belief that all can and will achieve
- Learning outside the classroom is highly valued and actively promoted
- Character education is integral to our work - developing resilience, self-esteem, and a can-do approach
- CPD and Staff development is central to our improvement strategy
- A diverse student community and a broad international outlook
- We never settle for less than outstanding as our latest Ofsted report indicates.
- Strong academic standards
- A culture of strong engagement and high standards of behaviour
- A World Class School
- Winner of the Secondary School of the Year (2022)

Sapientia Education Trust provides:

- Opportunities for CPD and Career Development in a rapidly growing,

successful Multi-Academy Trust

- Mentoring programmes to support senior leaders
- Links with a range of partner schools, both in Secondary and Primary

The successful candidate will be ambitious, student focused and resilient; they will believe in the power and moral purpose of education and insist on the highest standards for all of our students. Ultimately, they will want and have the capacity to make a difference. Informal visits to the College are welcomed; please contact me via Patricia Johnson, the Principal's PA, on 01953 609000, p.johnson@wymcol.org.

We hope this excites you – if it does, please apply!

Best wishes

Zoe Fisher - Principal



Background Information



The College

Wymondham College is the largest state boarding school in the UK, with around 650 boarding students and 700 day students. We are a mainstream 11 – 18 non selective state school, serving a very broad and diverse student community. We have a large Sixth form, with around 450 students. The College is proud to be one of the country's great, distinctive state schools. Over the past few years, the College has secured numerous accolades – these include: 'Outstanding' Ofsted inspections in education and boarding, World Class Schools Award, International Schools Award, Top 50 Schools Sunday Times parent power Award, Good School Guide endorsement and Pearson's Secondary School of the Year (2022).

We have a proud record of strong academic performance, with both achievement and progress significantly above national averages with over 90% of students studying the EBacc suite of subjects. After 6th form, the majority of our students go onto university, in particular Oxbridge and Russell group universities as well as a growing number of high-level apprenticeships at some

of the most prestigious organisations including Rolls Royce, Jaguar Land Rover, PricewaterhouseCoopers, Clifford Chance and Aviva.

As a boarding school, extra-curricular life and character development is core to our work. We run an extensive range of extra-curricular activities (Wymondham Life) and our students excel in a wide range of areas – Arts, Sport and International opportunities are all exceptionally strong.

Student Admissions

The College has always been co-educational and has been organised in co-educational, combined day and boarding houses since the 1970s. The College is non-selective other than for a small number of places allocated for students with sporting or musical aptitude in Year 7 and the operation of a Minimum Qualifying Standard (average of grade 5 in best 8 GCSEs) for entry into the Sixth Form. We are heavily oversubscribed for day places, with typically over 250 applications for our Year 7 day places.

School Funding

As a state funded boarding school all education at Wymondham College is free but parents (or sometimes charitable trusts or local authorities) pay a fee to cover the costs of the boarding provision at the College. The fee is much less than that which is charged by independent boarding schools and this, along with the fact that half of the College comprises of local day students whose parents pay nothing for them to attend, gives Wymondham College a very inclusive and down to earth ethos.

Boarding

Boarding remains central to the Wymondham College experience. Some 650 of the College's students board on a full or weekly basis. Most boarders come from East Anglia, but there are a significant number of students from further afield in the UK, Europe, the UAE, West Africa, the Caribbean and Hong Kong. Service Children are also well represented among the student body. All students attending the College must have UK citizenship. The Ofsted Boarding Inspections in 2008, 2012 and 2017 judged boarding at the College to be 'Outstanding'. We were inspected again in 2019 and once again rated as 'Outstanding'.

Sixth Form

The large Sixth Form of around 450 students is an important feature of the College. The Lincoln Sixth Form Centre was extended and provides over 200 boarding spaces (of which 115 are in single en suite rooms) and a focus for the life of the whole Sixth Form. Sixth Formers benefit from outstanding support and an extensive programme of enrichment opportunities, including work experience and visiting speakers tailored to their needs. The annual Lincoln Lecture is an opportunity for students to attend a lecture given by a speaker of national or international renown and there is a parallel lecture on scientific subjects, the Sam Peel Lecture. Student leadership is a major feature of Sixth Form life. Members of the Principal's Council are elected by their peers and undertake a wide range of representative, ambassadorial and organisational responsibilities on behalf of the student body as a whole. Student Subject Leaders are appointed by each academic department to act as advocates for the subject and to run activities and provide support for younger students. The Lincoln Junior Common Room (JCR) runs a successful programme of social events for the Sixth Form.



Brief History

Wymondham College was established in the aftermath of World War II on the site of one of the largest American Army Hospitals in the European theatre. Its foundation was driven by the vision of Dr (later Sir) Lincoln Ralphs, then Director of Education for Norfolk. The Ralphs family remain closely connected to the College. Lincoln Ralphs' vision was to create a boarding school which would be a centre of excellence whereby children from all backgrounds could attend and would bear comparison with boarding schools in the independent sector.

Recent Developments and the creation of the Trust

The College formed a Multi-Academy Trust in early 2016, establishing the Sapientia Education Trust (SET). In September 2016 we sponsored a local primary school and since, the Trust has grown to include 10 Primary Schools and 7 High Schools from September 2022.

Wymondham College Prep School is also on the College site and is one of only two state Prep boarding schools in the UK. The state-of-the-art boarding house, Underwood Hall, is home to fifteen Year 5 & 6 children during term time. We work closely with the Prep school staff and pupils on curriculum, enrichment and boarding life.



Our Trust

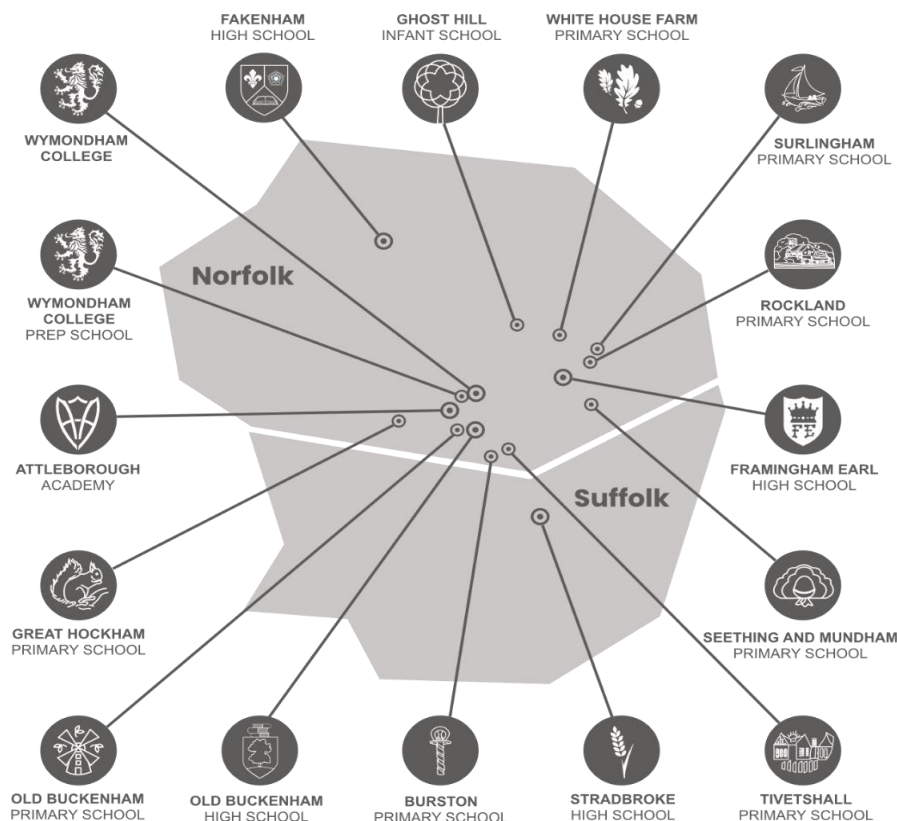
The Sapientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety, ICT and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.





Testimonials

Sue Baldwin, Regional Schools Commissioner, wrote the following in an article for the Confederation of School trusts:

'Many of the Trusts we work with are interested in and participating in growth and development activities. One such is Sapiaientia Education Trust. Sapiaientia has 17 schools – seven secondaries and ten primaries - across Norfolk and Suffolk, with seven of its schools joining in the last three years. Sapiaientia grew out of the founder school, Wymondham College, which is the largest state boarding school in the country, with successive Ofsted 'Outstanding' judgements to its name. Some of the key factors of successful growth at Sapiaientia have included: an excellent school improvement strategy, robust financial management, strong leadership across the trust exemplified by the CEO and National Leader of Education Jonathan Taylor, and extensive involvement and support to other schools and Trusts via vehicles such as the ENCOMPASS Teaching School Alliance (which Sapiaientia is a core member of). Driving up educational standards - not only in its own schools but within the region and beyond - has been the bedrock of Sapiaientia's considerable achievement.'

Ofsted has recognised the impact of our work in a number of recent inspections:

"Trustees and specialists employed by the trust provide skilful support to school staff. Staff morale is high, and staff say that leaders are considerate of their workload. Parents and carers are complimentary about the care and education that their

children receive. Staff are proud to work at the school." (Framingham Earl High school Oct 22)

"Leaders and the trust have created a have created a climate where pupils and staff feel valued and supported." (Tivetshall Primary Oct -2021)

"Staff are proud to work at the school and say that leaders are mindful of their well-being and workload. They appreciate the wide range of professional development available through the trust, including training to improve their subject knowledge and curriculum planning." (Great Hockham Primary – Nov 21)

"The trust has added impetus and expertise" (Attleborough Academy – Nov 21)

"Staff value the training and support they receive, including that provided by the Trust" (Burston Primary – Dec 21)

"Leaders responsible for early years, English and mathematics have received effective support and training from the trust. Leaders are knowledgeable, enthusiastic, and clear about what needs to be done next for standards to continue to rise" (Old Buckenham Primary – Feb 2019)



Job description

Assistant Principal (Achievement & Progress)

PERSON SPECIFICATION

Experience

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
Professional Development in preparation for Senior Leadership,	Desirable
A proven track record of outstanding teaching and learning	Essential
Evidence of effective knowledge and implementation of strategies for raising achievement and progress	Essential
Evidence of effective tracking of student progress with intervention to ensure strong outcomes	Essential
Leadership of effective whole school raising achievement strategy	Essential
Experience of delivering effective whole school CPD	Essential
Proven recent successful senior leadership that motivates, challenges and develops students and staff and includes excellent knowledge of how to build and sustain a learning community.	Essential
Working productively with parents, and the wider community.	Essential
Experience of working with external partners on matters relating to the curriculum	Essential
An understanding of 11-18 curriculum achievement and progress	Essential
Successful systems to monitor and evaluate schools' performances.	Essential
Successful systems to monitor and evaluate staff performance.	Essential
Managing performance of staff and understanding the relationship between CPD and sustained school improvement.	Essential
Strategic planning processes including leading change, creativity and innovation.	Essential
Strategic financial planning, budgetary management and principles of best value.	Desirable
Working cooperatively with other professionals and institutions in partnership.	Desirable

Skills

Lead, inspire, challenge and empower teams / individuals to perform outstandingly.	Essential
Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Think strategically, build and communicate a coherent vision in a range of compelling ways.	Essential
Emotional resilience in working through challenges.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Give and receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration and networking for the benefit of pupils.	Essential
Demonstrate 'political' insight and anticipate trends.	Desirable
Demonstrate an understanding of boarding.	Desirable

Personal Attributes

Passionate about education and educational issues.	Essential
Constant drive for improvement.	Essential
Ability and energy to inspire the best in others.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to significant continuous professional development.	Essential
Culturally agile and adaptable.	Essential
Personal confidence, determination and resilience.	Essential
Personal impact and presence.	Essential
Displays sensitivity.	Essential
Understanding of the complex and demanding environment of a boarding school community.	Essential
Sense of humour and approachability.	Essential
Keen for the potential of further career development.	Desirable
Both a team player and a leader.	Essential
Displays emotional resilience.	Essential

JOB SPECIFICATION

General Responsibilities

The Assistant Principal (Achievement and Progress) will be responsible to the Principal for overseeing the achievement and progress of all students, including leading on the progress and achievement of students with SEND, LAC, PLAC and PP and associated funding.

They will be a member of the Senior Leadership Team and will participate in the College's assembly and duty rotas. In addition, the AP will also be employed as a teacher. This includes the requirement to work on Saturday mornings. Additional holiday entitlement compensates for Saturday morning work.

The post holder will be responsible to the Principal for teaching classes in the College using their skill, experience and best endeavours. A contribution to the wider life of the College is an expectation of all staff and supporting extra-curricular activities.

The post holder will be required to be a member of the Senior Duty Team taking responsibility for critical incident emergency cover in the College at the evenings, at weekends and in the holidays as part of a rota and will contribute to the assembly programme.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Oversee achievement and progress across all year groups
- Lead middle leaders including Heads of Department and Heads of House to ensure good practice in raising achievement across the College
- Co-ordinate and oversee the work of Heads of House on achievement and progress
- Lead on the development of the College's student data, tracking and monitoring processes
- Take a lead role in training staff on accountability measures: Progress 8 and Attainment 8 VA
- Lead and develop initiatives to raise achievement across the College
- Oversee the achievement and progress of students with SEND, LAC, PLAC, PP and assisted boarding students and effective use of associated funding and resources.
- Co-ordinate and oversee the work of Heads of Department on achievement and progress
- Co-ordinate and oversee the intervention and support strategies used by the College
- Seek opportunities for additional funding relating to areas of responsibility and make applications where relevant
- Ensure funding for areas of responsibility is linked to whole college strategy and spent in the best interests of the students
- Liaise with and work closely with other senior leaders to ensure good practice in raising achievement across the College
- Attend Trust meetings and provide reports as required;
- Participate in the College programme of Performance Management and Continuing Professional Development.
- To be an ambassador for the College;
- To model the core values of the College in your professional life; including the boarding aspect of the College;
- To be visible throughout the College – leading and supporting the College community to commit to the core values of the College. This includes participating in and supporting duty teams, emergency cover, and ensuring excellent behaviour, attitudes and standards of students ;
- To lead the monitoring, review, and evaluation of your areas of responsibility and with the Senior Leadership Team identify the priorities that will lead to continuous improvement and the raising of standards in all areas of College life.

- To establish a culture that promotes excellence, equality, and high expectations for all students;
- To contribute positively to discussions leading to the development of effective policies, practices and structures;
- To ensure that resources are efficiently and effectively used to achieve the aims of the College and to facilitate its day-to-day operation;
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the College and to maintain good discipline;
- To attend meetings of the Senior Leadership Team and other School management meetings;
- To act as SLT Link to specific subject departments. This includes providing support and acting as critical friend, together with monitoring, reviewing, and evaluating the work of the departments;
- To foster and support extra-curricular activities in the interest of the College community e.g. School productions, concerts, sports activities, trips, and excursions;
- To communicate as required with Trustees
- To make a contribution to College and House assemblies;
- To take an equitable share of lunchtime and other duty supervision. This includes Boarding duties in the evenings, weekends and being 'on call' during schools holidays and some evenings;
- To take on additional responsibilities as directed by the Principal.

RENUMERATION

Salary Details:

- Points 9 - 15 of the Leadership Scale £53,973 - £62,651 per annum
- All payments are pensionable under the Teachers' Pension Scheme.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.



Terms and Conditions

This post is offered on a full-time, permanent basis and is based at Wymondham College.

Remuneration

Points 9 - 15 of the Leadership Scale £53,973 - £62,561 per annum appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.

Wymondham College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time, and a SODEXO benefits package to all staff.

Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will be over 1 day and will include:

- Lesson observation and feedback
- Values based interview
- Pupil panel
- School Improvement task
- Meetings with staff, and pupils
- Final panel, including presentation

How to apply

Complete an online application form via our website - <https://bit.ly/40EaAiM>

Please explain how your experiences to date equip you to lead a world class education at Wymondham College. Please limit to 1000 words.

Pre application visit

If you would like to visit the school or would like an informal discussion, please contact Patricia Johnson, PA to the Headteacher by calling 01953 609000 or emailing p.johnson@wymcol.org.



Sapientia

EDUCATION TRUST

Sapientia Education Trust
Wymondham College,
Wymondham,
Norfolk,
NR18 9SZ

01953 609000
enquiries@se-trust.org