

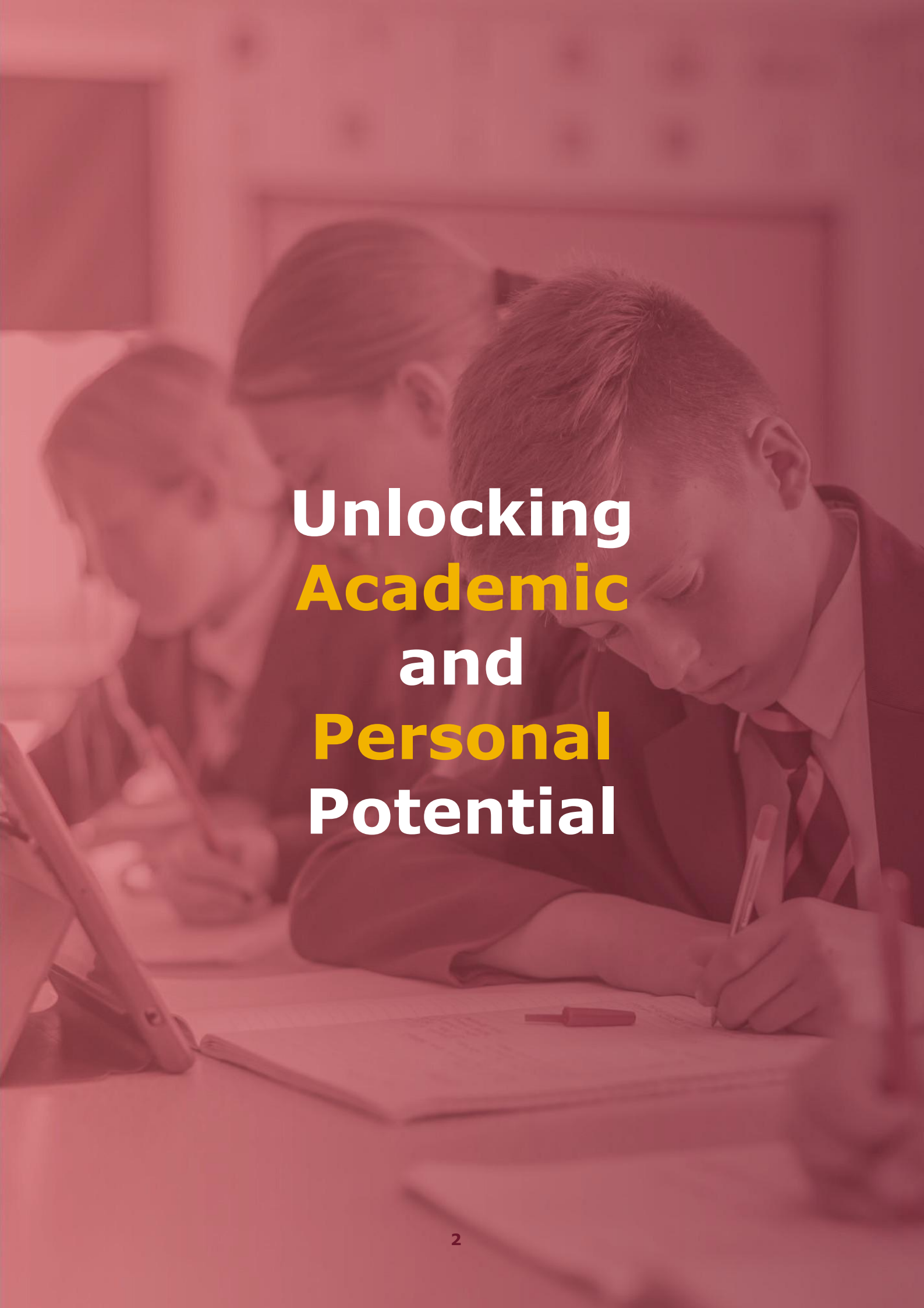


Windsor
Academy Trust

Executive Headteacher

Candidate Information Pack



A photograph of three students in a classroom, all wearing school uniforms and focused on their work. The student in the foreground is writing in a notebook. The background is slightly blurred, showing another student and a whiteboard. The entire image has a red tint.

Unlocking Academic and Personal Potential

Welcome

As the CEO of the Windsor Academy Trust family, I am delighted to introduce you to this opportunity to join our team.

We are an award-winning family of 15 primary and secondary schools across the West Midlands. Our team of 1,200 passionate staff works together every day with a single, clear mission: to unlock the academic and personal potential of our 10,000 students.

We want our young people to become all and more than they ever thought they could be. We are constantly inspired by the way our staff play a part in improving schools and shaping children's lives and futures.

We are exceptionally proud of Windsor Academy Trust's reputation. Our schools serve diverse communities and achieve results that are significantly above the national average. But we know schools are more than just places of learning; they are anchors in their communities. We take our role as civic leaders seriously and work with many partners to support our families and local areas.

Being a great employer matters to us. We are very proud to have won the Edurio 'Trust Value Award'. In our staff survey, our people told us they have a strong sense of belonging and deeply value being part of our family of schools. As an Associate College for the National Institute of Teaching, we are also committed to helping our staff grow, learn and develop their careers with us.

As we strive to be a world-class provider of education, we are looking for people who share our values. We are looking for individuals who pursue excellence, act with respect and responsibility, and believe in the power of collaboration. We want people who are optimistic, courageous and ready to make things happen.

If you believe you are this person, join us on our journey. I invite you to be part of our story and our legacy.

Together, let's shape the future.



Dawn Haywood
Chief Executive Officer

Who are we?

Established in 2011 with Windsor High School and Sixth Form, our family has grown to fifteen successful schools. We currently have seven primary and eight secondary schools all located within one hour of each other. Our family reach will be expanding with further plans for growth.



Unlocking Academic and Personal Potential



**15
SCHOOLS**



**10000
CHILDREN**



**1200
STAFF**



- Cheslyn Hay Academy**
- Clayton Hall Academy**
- Colley Lane Primary Academy**
- Goldsmith Primary Academy**
- Great Wyrley Academy**
- Greenways Primary Academy**
- Kingswinford Academy**



- Manor Way Primary Academy**
- Milton Primary Academy**
- Newcastle Academy**
- Rivers Primary Academy**
- Sir Thomas Boughy Academy**
- Tenterfields Primary Academy**
- Windsor High School and Sixth Form**
- Windsor Olympus Academy**
- WAT Halesowen, Great Wyrley & Newcastle under Lyme offices**

What Makes WAT, WAT

Our strategic approach, encapsulated in our Why, How and What, draws significant inspiration from the foundational work of thought leaders Lencioni and Sinek. Their insights guide us in clearly articulating our purpose, our behaviours and approaches, and our pathway to success.



Why We Exist:

A Shared Moral Purpose

The mission of the Windsor Academy Trust family remains as steadfast today as it was on our first day. We exist for one shared moral purpose: to **unlock academic and personal potential**. We believe this is for all children, regardless of their background or starting point.



Academic Potential

Unlocking academic potential is enabling every student to achieve their full intellectual and educational capabilities. It means more than just helping students pass exams; it involves fostering a deep understanding of subjects, developing critical thinking skills and cultivating a lifelong love of learning. This is achieved through a knowledge-rich curriculum, expert teaching and personalised support that removes barriers to learning and allows each child to thrive academically.

Personal Potential

We want all our students to aspire and become everything, and more, than they ever thought they could be. This means developing students who know who they are and the sort of person they want to be; students who have discovered their passions; students who pursue their talents; students who hold high hopes and dreams for their futures with a clear sense of purpose. We want students who are driven to make a difference, and who therefore deeply understand the importance and value of education, not just for their own futures but also for the difference they will make in their communities, the society and world we live in.

How We Behave and Succeed

How We Behave: Our Values

In 2022, we collaboratively agreed on five core values: pride in excellence, respect, responsibility, collaboration and bold and innovative. As we move forward, we have honed these five fundamental values that underpin everything we do to reflect where we are now as an organisation:

- **Excellence:** We have high expectations, relentlessly striving to be exceptional in all that we do.
- **Collaboration:** We maximise the wisdom, resources and power of the collective - across our Trust family, civically and systemically - for the benefit of all.
- **Inclusivity:** We foster belonging and equity by behaving with integrity, respect and kindness.
- **Empowerment:** We unleash potential, entrusting people to lead and achieve.
- **Innovation:** We courageously shape the future for wider public benefit.



How We Succeed: The WAT Way

Our approach to achieving success is built upon a clear and dynamic framework, much like a winning sports team's strategy.

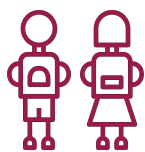
- **Game Plan:** Our overarching strategy, defining our long-term objectives and the broad direction we need to take to achieve our vision.
- **Set Plays:** Our "best bets for success" - the proven, high-impact practices and initiatives that we know deliver results and allow us to execute our Game Plan effectively.
- **Empowerment:** Entrusting our staff to perform at their best, fostering creativity and providing them with the Trust and support needed to thrive and contribute fully to our shared goals.

What We Do

We develop high-performing schools that raise aspirations, inspire learning, build character and cultural capital, power social justice and enable **all** students to thrive and make a difference in their communities and the world.

Our Five Turbo Boosters

Through our 'Co-creating Brighter Futures for All' strategy, we will ignite five key Turbo Boosters. These will powerfully propel us forward, much like a rocket ship, towards our guiding star: unlocking academic and personal potential.



Turbo Booster One Students

Boosting education for students in our schools



Turbo Booster Four Sustainability

Boosting environmental action for the benefit of future generations



Turbo Booster Two Staff

Boosting careers in the best organisation to work and grow



Turbo Booster Five System

Boosting education for all children no matter where they go to school



Turbo Booster Three Society

Boosting civic action to empower our communities to thrive

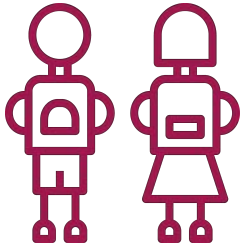
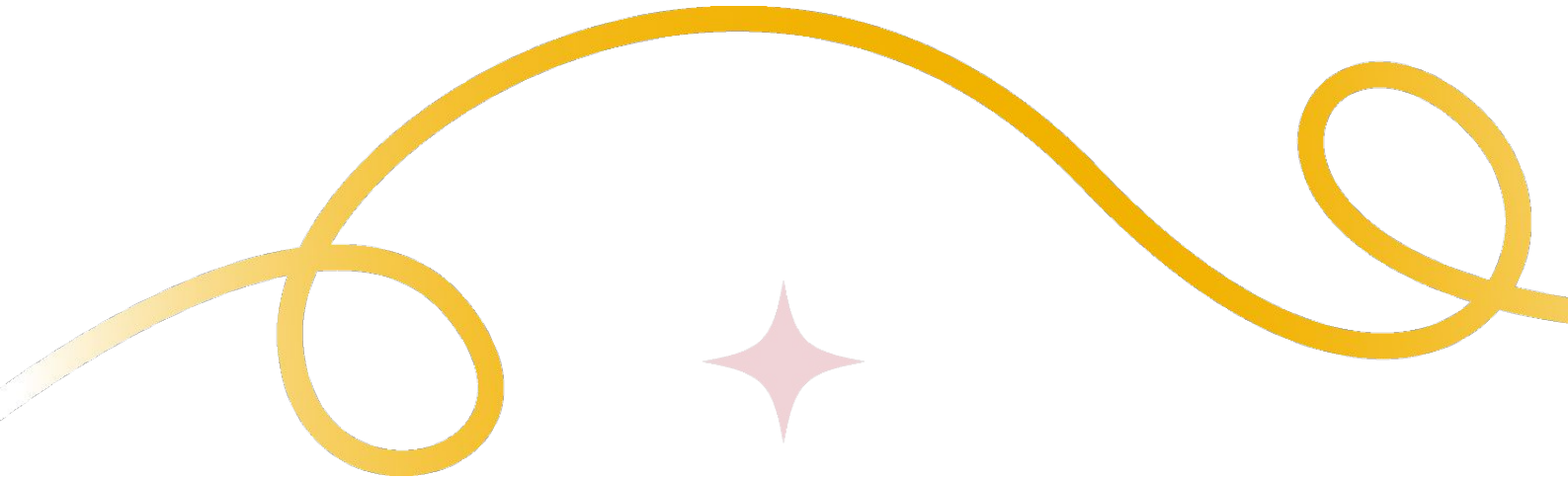
Our Igniters

Underpinning our five Turbo Boosters are five **Igniters** that power up our strategy.

- **Technology:** We will harness technology, including AI, to enhance teaching, learning, and inclusion. This means a reliable digital infrastructure and a seamless data ecosystem that empowers our entire community.
- **Research:** We will embed a culture of robust, evidence-informed research to drive continuous improvement. We will conduct research projects in partnership with academic institutions and empower our staff to be generators and consumers of research.
- **Communications:** We will build a powerful communications framework to ensure our vision is clearly understood, our reputation is strong and our culture is vibrant. We will become an employer of choice and ensure our schools are the number one choice for families.
- **Resources:** We will ensure the long-term financial sustainability and operational efficiency of our Trust. This means maintaining stable reserves, investing in high-quality facilities and ensuring cost-efficient procurement.
- **Governance:** We will build a strong, ethical and effective governance framework that is not only compliant but also forward-looking and dynamic, with a continuous cycle of reviews and a focus on constructive challenge.

WAT a Snapshot

We have achieved a huge amount across our family already – and have highlighted some of our successes for each Turbo Booster below.

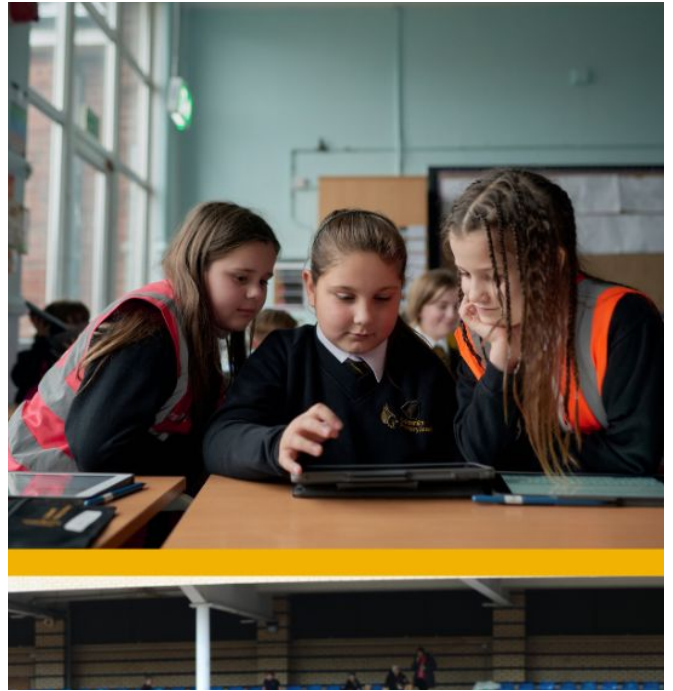


Turbo Booster One

Students

Boosting education for students in our schools

- Strong academic outcomes across KS4 and KS5 - and in the top 9% in the country for primary attainment; the strongest KS2 results in our history
- All schools in the Windsor Academy Trust family are rated 'Good' or better by Ofsted, with our founding school, Windsor High School and Sixth Form, rated 'Outstanding' in all areas. Seven of our schools were graded 'Inadequate' or 'Requires Improvement' when they joined us
- Four of Windsor Academy Trust's primary schools featured in the top 10 in the national Edurio Pupil Happiness Award
- A range of annual Trust-wide collaborative events for our students to help unlock their personal potential across sport, the arts, science and more
- Windsor Academy Trust featured as a global case study for Apple for our use of iPads in teaching and learning





Turbo Booster Two

Staff

Boosting careers in the best organisation to work and grow

- Awarded the 'Trust Value Award' by Edurio after staff said they have a strong sense of belonging and deeply value being part of our family of schools
- Awarded 'Executive Team of the Year' at the MAT Excellence Awards 2024
- An Associate College of the National Institute of Teaching
- Bi-annual staff conference at the ICC, Birmingham, and twice-yearly collaborative inset days
- 8% above national for staff career development in our Trust-wide staff survey
- Shortlisted for the Tes School Awards 'Trust Team of the Year' and MAT Excellence 'MAT of the Year' Awards, taking place in June 2025
- Family-wide staff events including two Collaborative INSET days annually and over 20 staff Professional Learning Communities
- Annual fun staff and family events, including our WAT a Run fundraiser for our 'Bed & Breakfast' campaign
- Windsor Academy Trust Talent Institute delivering professional learning for thousands of educators across the West Midlands region annually





Turbo Booster Three

Society

Boosting civic action to empower our communities to thrive

- A national voice on education and health partnerships and co-creating solutions to reduce health inequalities in young people
- Civic work featured as case studies in the book 'New Domains of Educational Leadership' by Leora Cruddas, CEO of Confederation of School Trusts
- The WAT Community Foundation raising vital funds for our 'Bed and Breakfast' campaign
- Annual Trust-wide fundraising campaign, WAT a Run, in Mental Health Awareness Month, with staff running two marathons in two days between our 15 schools and fun runs for our children
- Community hubs on school sites acting as a front door to public services



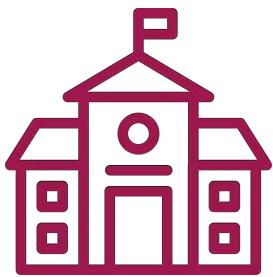


Turbo Booster Four

Sustainability

Boosting environmental action for the benefit of future generations

- Environmental Trust of the Year in the MAT Excellence Awards 2023
- Ambition to become one of the most sustainable school Trusts in the country
- Sustainability strategy and 10 year decarbonisation plan that puts us on track to be net zero by 2030
- Annual student WAT COP event, in partnership with Ministry of Eco Education, Schools of Tomorrow and Let's Go Zero



Turbo Booster Five

System

Boosting education for all children no matter where they go to school

- Shortlisted in the MAT Excellence Awards 2025 for 'MAT of the Year', 'Civic Partnership of the Year' and 'Digital Innovation Award'
- DfE lead for the Walsall and Sandwell Priority Education Investment Areas 'Metacognition and Self Regulation' initiative to raise attainment across 40 schools
- DfE lead for the Walsall and Sandwell Priority Education Investment Areas 'Metacognition and Self Regulation' initiative to raise attainment across 40 schools



Job Description

Salary	Competitive
Reporting to	Director of Education
Responsible for	Line management of Headteacher at Newcastle Academy and potentially one other school (TBC)
Location	Newcastle-under-Lyme

Job Purpose

To provide outstanding executive leadership and strategic direction at Newcastle Academy and potentially one other school (TBC). Working closely with the Director of Education, the Executive Headteacher will champion educational excellence, drive continuous school improvement, and build a collaborative culture where both staff and students can truly unlock their academic and personal potential.

Statutory Duties & Safeguarding

The Executive Headteacher must comply fully with the National Standards of Excellence for Headteachers and fulfill all reasonable duties as specified in the School Teachers' Pay and Conditions Document (STPCD). Windsor Academy Trust is deeply committed to safeguarding and promoting the welfare of children; the Executive Headteacher is expected to champion this focus at all times. This post is subject to an enhanced DBS.

Strategic Direction and Development of the School(s)

The Executive Headteacher will:

- Work with the Director of Education and the Education Directorate to collaborate and build effective partnerships across all WAT schools.
- Working with the Education Directorate and School Leadership Team(s) to help develop a strategic view for our schools and analyse and plan for their future needs and further development within the local, national and international context.
- Create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development, and prepare them for the opportunities, responsibility and experience of adult life.
- Promote and safeguard the safety and welfare of students.
- Oversee robust Self Evaluation (SEF) for the school.
- Oversee and implement School Improvement Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

- Ensure that the leadership , finance organisation and administration of the school(s) supports the vision and aims.
- Ensure policies and practices take account of national, Trust and school data and inspection and research findings.
- Monitor, evaluate and review the effects of policies and targets of the school(s) in practice, and take action if necessary.
- Attend Local Community Committee meetings.

Leading and Teaching

The Executive Headteacher will:

- Work with the Director of Education and Leadership Team to secure and sustain effective teaching and learning throughout the school(s); monitor and evaluate the quality of teaching and standards of students' achievements; use benchmarks and set targets for improvement.
- Create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet their professional standards.
- Determine, organise and implement the SMSC/PSHCE/SRE curriculum and its assessment; monitor and evaluate it in order to identify and act on areas for improvement.
- Develop teaching and learning through a range of strategies including coaching and sharing best practice and CPD to raise student achievement and increase engagement.
- Drive educational excellence and holistic development through an innovative enrichment provision that removes barriers to learning, broadens horizons, and enables students to fulfill their personal potential.
- Ensure that appropriate pastoral support is put in place and monitored to improve student progress.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those with special educational needs to inform future developments.
- Develop effective links with the community, including business and industry, to extend the curriculum, enhance teaching and learning and develop community cohesion.
- Create and maintain an effective partnership with parents to support and improve students' achievement and personal development.

Leading and Managing Staff

The Executive Headteacher will:

- Work with the Director of Education to lead, motivate, support, challenge and develop staff to secure improvement.
- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students.
- Plan, delegate, support, motivate and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation and accountability.
- Implement and sustain effective systems for the Appraisal of staff within Student Services in line with the School(s) Policy working in partnership with the Trust's Executive HR Lead and Head of Professional Development and Talent.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Lead professional development of staff through example, support and co-ordinate the provision of high quality professional development within area of responsibility, in partnership with the Head of Professional Development and Talent.
- Sustain own motivation and that of other staff.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Leadership Team.

Efficient and Effective Deployment of Staff and Resources

The Executive Headteacher will:

- Work with the Director of Education to deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.
- Support the Director of Education and middle leaders to recruit staff of the highest quality.
- Deploy and develop all staff effectively in order to improve the quality of education provided.
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
- Work with the Trust's Estates Team to manage and organise accommodation efficiently and effectively to ensure that it meets with needs of the curriculum and health and safety regulations.
- Work with the Trust Finance Partner to manage, monitor and review the range, quality, and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiently and secure value for money.

Person Specification

Area	Essential	Desirable
Qualifications & Training		
Qualified Teacher Status (QTS) and a degree or equivalent.	✓	
Evidence of continuous and recent professional development relevant to executive-level or senior school leadership.	✓	
National Professional Qualification for Headship (NPQH) or National Professional Qualification for Executive Leadership (NPQEL).	✓	
Leadership & Management Experience		
Significant, proven success as a Headteacher demonstrating a clear track record of raising student achievement and driving school improvement.	✓	
Experience of managing, motivating, and developing large teams of teaching and support staff, including the implementation of robust appraisal systems.	✓	
Demonstrable experience in setting strategic priorities, managing budgets effectively, and deploying resources to secure value for money.	✓	
Proven success in building Self-Evaluation Forms (SEF) and resulting School Improvement Plans that deliver tangible outcomes.	✓	
Experience in leading across multiple sites or successfully navigating the complexities of a Multi-Academy Trust environment.		✓
Knowledge, Skills & Abilities		
Exceptional understanding of the National Standards of Excellence for Headteachers and current Ofsted frameworks.	✓	
Deep, practical knowledge of statutory safeguarding requirements and a steadfast commitment to promoting the welfare of children.	✓	
The ability to analyse complex local and national data to inform strategic decision-making and target setting.	✓	
The ability to drive high-quality teaching and learning through curriculum design, coaching, and sharing best practices.	✓	
Personal Attributes		
An inspiring, highly visible leader capable of embodying the vision and purpose of both schools to students, staff, and the wider community.	✓	
A collaborative team player who works effectively with the CEO, the Executive Team, and the Local Community Committee.	✓	
Unwavering commitment to equality of opportunity, tackling prejudice, and supporting all students, including those with special educational needs (SEN).	✓	



Working for Windsor Academy Trust

**We believe it is important to be a great place to work.
In addition to a competitive salary we offer:**

Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit The UK's Most Popular Cycle to Work Benefit - Cyclescheme.

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting Tax-Free childcare at gov.uk. Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.



How To Apply

The closing date for completed applications is 8am on Monday 6th July 2026. Interviews will take place on Wednesday 8th July at Newcastle Academy. If successfully invited through to the second day of interviews, they will be held on Friday 10th July at Windsor Academy Trust, Halesowen Office.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

For more information about this position or to have a confidential discussion, please contact Natalie Bryan, Executive PA to the Director of Education on 0121 602 7594 or email nbryan@windsoracademytrust.org.uk

We look forward to hearing from you!

Windsor Academy Trust is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies



Windsor Academy Trust

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