

**‘Love, Laugh, Learn’**  
*Resourcefulness, Resilience, Reciprocity,  
Reflectiveness*



**Executive Head Teacher  
Recruitment Application Pack**

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**Letter from the Chair of Governors**

Dear Applicant,

Thank you for expressing an interest in the position of Executive Headteacher at Wrockwardine Wood Infant School and Oakengates Nursery Federation. Our long-standing Headteacher is retiring, so the Governors are seeking to appoint an inspirational, ambitious, articulate, and caring new Headteacher to lead our school as it continues its journey towards excellence.

We see the recruitment of a new headteacher as a fantastic and unique opportunity to build on the success of the federation and to move forward in a new and exciting direction.

We seek a headteacher who will have the commitment and passion to build on our vision which is to provide the highest quality education in a caring environment. Someone who is a strategic and creative leader with proven success in managing change and working collaboratively with all stakeholders, so that children receive the best possible outcomes.

We have a strong Senior Leadership Team including strategic governors and committed, reflective staff who are keen to learn from one another to consistently deliver excellent teaching. Across our federation we strive to build a place that is unified; a place that embraces diversity, challenge, and change.

Our motto is ‘Love, Laugh, Learn’ which we embrace in all that we do. To start your contribution to our shared journey, you are invited to an informal visit to our school and nurseries to see for yourself the unique opportunity we offer. Please contact the school office on 01952 387860 or email [A2116@taw.org.uk](mailto:A2116@taw.org.uk) to book a visit.

Informal visits: Thursday 22 February & Friday 23 February. Closing date: Tuesday 27 February 2024. Interviews: Thursday 18 April & Friday 19 April 2024

We look forward to receiving your application.

Yours sincerely

Gill Stubbs  
Chairperson of Governors  
On behalf of the Governing Board of Wrockwardine Wood Infant School and  
Oakengates Nursery Federation

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**Our Vision Statement**

The loving attachments between a child and their family are the most powerful influence on a child’s wellbeing and development so here at Wrockwardine Wood Infant School & Oakengates Nursery Federation we seek to complement these attachments. We believe that positive relationships and a sense of belonging are the keys to success for all children. Good relationships, within which children learn to feel secure, trust and regulate, are vital for learning to take place.

Our aim is for children to thrive in a setting that has the children’s interests at the heart of all that is offered, resulting in high levels of motivation, where every child acquires and consolidates skills and knowledge at their highest level. As educators, we endeavour to create spaces and experiences that are meaningful, well planned and offer appropriate levels of challenge so children can become deeply involved in their learning, play and exploration.

Across our federation we strive to build a place that is unified; a place that embraces diversity, challenge, and change. We aspire to a vision and practice that is collaborative in spirit and constructed in partnership with all children, families, and staff.

We want our children to:

- ✓ love learning, life, and each other.
- ✓ embrace each other’s differences and to be good citizens and make a positive contribution to society.
- ✓ be creative and innovative so they can solve problems in their learning and life.
- ✓ value teamwork and the strength in working together.
- ✓ be motivated, resilient and to achieve excellence through determination and hard work.
- ✓ demonstrate behaviour that shows respect for themselves, others and for the environment in which they live.
- ✓ feel safe and to have the confidence to be honest with us, themselves and each other.
- ✓ achieve and be the best they can be.

For a wealth of information about our federation and the latest newsletters, please visit our website [Home | Wrockwardine Wood Infant School & Nursery](#)



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**Our Children's Voice**



Our children would like...

Someone who,

- ✓ is kind, nice, caring, responsible, firm but fair, friendly, approachable, happy, polite, thoughtful, generous, helpful, motivational, a good listener, sensible, clever, visible.
- ✓ is respectful to all and understanding of children and of their different needs.
- ✓ gives appropriate consequences but does not shout, as this may damage confidence.
- ✓ has a sense of humour (but not too much), a good balance.
- ✓ is good at making decisions and does not mind lots of paperwork.
- ✓ is always there for us in our school and in our nursery in Oakengates.
- ✓ wants children to learn and enjoys being with children.

Someone who will,

- ✓ treat each of us as an individual.
- ✓ ask us if we are ok.
- ✓ work as a team.
- ✓ share our interests and hobbies, find out about us, and show an interest.
- ✓ give us attention and extra care when we need it.
- ✓ show us patience.
- ✓ tell us about themselves, so we get to know them.
- ✓ speak in a loud voice in assemblies.
- ✓ keep the exciting moments; still let visitors come in; keep and build upon our educational visits, sports events, and competitions; keep dressing up days; keep themed days and weeks like 'walk to school week', continue outdoor activities like Forest Schools.
- ✓ give us praise and recognise our achievements.
- ✓ keep activities/systems for older and younger children working together across the school and our nurseries.
- ✓ discuss interesting topics and subjects, local and global so we keep our Eco Schools Green Flag.
- ✓ involve the children in all aspects of school life and in future projects and initiatives.
- ✓ be confident and be willing to give things a go.
- ✓ keep going when it gets hard and don't give up.
- ✓ make some changes, but not too many.



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**Advertisement**

Wrockwardine Wood Infant School and Oakengates Nursery Federation is situated in Telford. Our school and each of our nurseries have a positive, friendly, and inclusive atmosphere with an ethos based on equality, high expectations and treating everyone with respect and dignity.

The Governing Board is seeking to appoint a driven but caring Executive Headteacher who can offer inspirational leadership and who can motivate colleagues and children alike. We are exceptionally proud of our infant school and nurseries so want someone who will continue the exciting journey of bringing them together to drive forward the federation.

We are looking for a Headteacher who:

- ✓ Has proven success when leading within a school.
- ✓ Is approachable and visible, have excellent communication skills and will work collaboratively with governors, staff, parents, and the wider community.
- ✓ Is passionate about the wellbeing of all staff and children, whilst maintaining high expectations of achievement and behaviour.
- ✓ Is resilient, creative, and committed to the future success of our federation.
- ✓ Values children as individuals with personal strengths and needs and who strives to meet those needs.

You will also be a strategic thinker and planner and have a clear understanding of performance data and focus points for improvement to maintain high standards across the federation. Through professional development and coaching you will support and inspire staff to deliver an exciting and engaging curriculum.

We are proud to offer:

- ✓ Wonderful children who are happy and eager to learn and who will brighten your day.
- ✓ A dedicated, hardworking, and enthusiastic staff team who genuinely care about the school and nurseries.
- ✓ A unique school setting with grounds which offer a range of outdoor education opportunities including space for Forest School activities.
- ✓ A fully committed Governing Board who are supportive of the federation’s leadership team and staff.
- ✓ Strong and effective links with the Local Authority and Shropshire and Telford Education Partnership (STEP).

Informal visits will take place on Thursday 22 February & Friday 23 February

The closing date is midday Tuesday 27 February 2024

Shortlisting will take place on 29 February 2024

Interviews will be on Thursday 18 April & Friday 19 April 2024

Salary scale L15-L21\*- £66,628 - £76,430

We are committed to recruiting candidates who share our commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that all candidates are appropriately screened prior to appointment.

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## **Task for candidates**

At Wrockwardine Wood Infant School and Oakengates Nursery Federation we are committed to understanding every child as an individual; academically, socially, emotionally and as a spiritual being. We believe the firm foundations we set down through our expectations, curriculum and teaching will help every child to make excellent progress.

Our motto is '**Love, Laugh, Learn**' and is at the heart of everything we do. We know that all children wish to belong, achieve, and contribute to their school, nursery, family, and community so children's voices are central to what we do, their strengths and qualities are integral to our success.

In no more than 500 words, please tell us what this means to you and how you would bring it to life for every stakeholder across the federation.

## **Headteacher Job Description and Person Specification**

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers.

### **STRATEGIC DIRECTION**

- Think strategically, build and communicate a coherent vision in a range of compelling ways.
- Constantly strive towards outstanding effectiveness in all aspects of the federation's work.
- Ensure that this vision and ambition for improvement is effectively expressed in the School Development Plan and that this is understood, shared and acted upon effectively by all.
- Work in partnership with staff, governors and external advisors to ensure that the SDP is regularly monitored, evaluated, reviewed and underpinned by sound financial planning.
- Ensure that all aspects of the work and organisation of the federation are monitored and evaluated to meet all statutory requirements.
- Build on and enhance the reputation of the school and nurseries amongst prospective parents and the local community.
- Have a clear, accurate and up to date Self Evaluation Form in preparation for the inspection of school, Oakengates Nursery and Day Care provision.

### **LEADING TEACHING AND LEARNING**

- Ensure a continuous focus on raising and maximising all pupils' achievement. Continue to close the attainment gap, using comparative data and local and national benchmarks to evaluate and improve the federation's performance.
- Ensure there is effective assessment of every child's learning and careful monitoring of the progress and achievement of all groups and individual pupils.
- Monitor and develop the quality of teaching throughout the federation, building on and developing outstanding teaching and working with all classroom staff to ensure the highest standards of professional practice are achieved.
- Lead, develop and monitor through regular review, a curriculum which provides the pupils with the core skills they need to achieve at the end of Key Stage One in preparation for Key Stage Two.

- Promote a thirst for knowledge and a love of learning, whilst meeting all statutory requirements.
- Develop methods to successfully engage parents in the progress of their children's academic achievements.
- Maintain and develop links with parents, other schools, educational establishments, and the wider community to enhance teaching and learning and pupils' personal development.

## **PUPILS**

- Identify and provide for each child's individual needs, ensuring equality of access to a broad and rich education for all pupils.
- Ensure the highest standards of achievement for children at all levels of ability through demonstrating high expectations, encouraging high aspirations and providing a curriculum designed to challenge and stimulate.
- Make informed and decisive interventions on behalf of the federation's pupils with SEND, EAL, FSM and PPG, ensuring that the Pupil Premium maximises all pupils' attainment.
- Set and uphold high expectations of behaviour and attendance, supported by the current federation policies and practices that promote self-discipline, self-esteem and responsibility.
- Encourage confidence and independent learning in all pupils, providing opportunities for self-expression and 'pupil voice' and encouraging initiatives that promote self-reliance.

## **LEADING AND MANAGING THE ORGANISATION**

- Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for recruitment, induction, professional development and performance review.
- Ensure that staff can develop professionally and receive access to appropriate professional development and training.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture, and to allow an appropriate work/ life balance.
- In partnership with the Governing Board, set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative control to achieve the federation's educational priorities and goals and provide value for money.
- Ensure the budget is managed effectively with a strong framework of financial control which meets SFVS requirements and provides timely and appropriate financial reporting to the Governing Board and other stakeholders as required.



- Produce and implement clear, evidence-based school self-evaluation and improvement plans and policies for the development of the federation and its facilities.
- Recruit, retain and deploy staff appropriately and manage their workloads to achieve the federation's educational priorities and goals.
- Maintain effective systems for safeguarding all pupils, working with external agencies as required.
- Manage and organise both environments efficiently to ensure that they support the achievement and wellbeing of all children and adults operating at the federation's sites and meets all health and safety regulations.
- Work with governors to ensure a healthy work life balance for the whole federation team.
- Work honestly and openly with the governing board and other external partners.
- Ensure a culture of safeguarding across the federation, taking in to account the statutory regulations for educational settings and day care.

### **SECURING ACCOUNTABILITY**

- Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of the federation.
- Provide data analysis, information, and advice to the Governing Board, which will enable it to meet its responsibilities for securing effective teaching and learning, together with improved standards of achievement and value for money and for ensuring that the federation meets its statutory responsibilities.
- Ensure the provision of a coherent and accurate account of the federation's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community, and Ofsted.

### **STRENGTHENING COMMUNITY AND COMMUNICATION**

- Build parental involvement so that families are involved in pupils' learning, feel welcomed and are encouraged to make positive contributions to school life.
- Ensure that governors, parents and pupils are well informed about the curriculum, attainment, and progress and develop strategies to encourage their involvement in the drive for continued improvement and high achievement for all.
- Maintain and promote positive strategies for challenging prejudice and dealing with harassment.
- Collaborate with other agencies to ensure the academic, spiritual, moral, social and cultural wellbeing of pupils and their families.

- Develop and strengthen effective partnerships with other infant schools, the feeder junior school and secondary schools to ensure pupil welfare and achievement.
- Maintain a harmonious, productive, and mutually beneficial relationship within the federation and community.
- Raise the profile of the federation in the community and support community cohesion.

### HEADTEACHER: PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualification	B.Ed. or B.A (Hons) PGCE.	NPQH or equivalent, NPQML, Early Years Qualification.
Education / other	Qualified Teacher Status.	Degree or equivalent. Higher degree qualification, Postgraduate courses. Recognised management qualification.
Professional development	Evidence of sustained participation in relevant CPD especially relating to leadership and management.	Participation in work in other schools.
Experience		
Teaching	Experience as an EYFS/KS1 classroom teacher. Experience of leadership.	Evidence of wider school leadership. Experience of leading a significant successful initiative. Experience of teaching in a range of schools
Schools	Experience of a wide range of schools that include early years provision.	Experience of leadership and management role in other schools.
Management responsibility	Experience as a Head Teacher/Deputy Head teacher / Assistant Head teacher with a proven track record.	Experience as a Head Teacher, Acting Head Teacher, Deputy Head Teacher with significant management experience.
Resources	Experience of managing financial resources. Experience of performance management of staff.	Experience of managing a significant or whole school budget, appointing, and deploying staff resources.
Knowledge and understanding		
National context	Knowledge about effective teaching and learning and pedagogy in EYFS/KS1. Knowledge about the DFE 5-year strategy for schools and its implications for schools.	Knowledge of recent Education Acts and other relevant legislation and their implications for schools.
Learning & Teaching	Practical understanding of effective learning and teaching strategies in EYFS/KS1. Understanding of actions to be taken to promote cultural and racial harmony.	Understanding and use of various and effective models for improving teaching and learning.
Standards	Awareness of strategies to raise pupil achievement, manage behaviour and prevent racism. Understanding how to set and achieve aspirational targets.	Awareness of strategies to improve outcomes for vulnerable groups, including disadvantaged pupils and SEND.
Curriculum	Understanding the planning of the EYFS curriculum and the National Curriculum including assessment, recording, and reporting. Experience of planning the curriculum across EYFS and KS1.	Significant experience of planning the broader curriculum. A clear vision for the curriculum for this federation, including underlying principles, values, and aspirations for pupils.
Parents and Community	Understanding of the role which can be played by parents and the community in raising standards and developing the curriculum.	Experience of working directly with parents to raise standards in a variety of ways. Experience of developing effective relationships with parents and the local community. Experience of developing effective relationships with other schools to raise standards.
Governance	Knowledge of the roles of governors. Knowledge of the strategic role of governors.	Firsthand experience of working with governors in order to formulate a vision for the federation and raise standards for pupils.
Skills		
Leadership	Ability to provide clear vision and articulate values. Able to motivate pupils and staff. Ability to delegate responsibility, set high standards and provide a focus for improvement.	Proven ability to inspire, lead and participate actively in building and sustain a learning community with others within and beyond the federation.

Management	Ability to manage change, monitor and evaluate its impact. Manage time spent across the federation effectively.	Played a leading role in developing and implementing a School Development Plan priority.
Relationships	Able to establish and develop excellent relationships with all involved across the federation. Commitment to the federation's wider community, other educational establishments, and Children's Services.	Inspires productive relations with the federation community including external partners. Takes a lead role in determining direction.
Interpersonal and Communication skills	Ability to communicate effectively and implement strategies across all aspects of the federation so that all stakeholders have a clear understanding of expectations and their role. Flexible and approachable. Resilient under pressure. Able to deal sensitively with people and work to resolve conflicts. An understanding of and competent use of ICT. To understand and support the wellbeing needs of staff across the federation.	An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration.
<b>Attitudes</b>		
Education philosophy	A commitment to maintain and improve current levels of achievement through partnership with parents and other stakeholders. A determination to progress improvement across the federation and a desire to fulfil each child's potential. To continue to uphold the ethos of the federation.	Inspire and influence others within and beyond the federation – to believe in the fundamental importance of education in young people's lives and to promote the value of education.
Staff development	Commitment to the development of all staff, teaching and non-teaching.	Played a role in establishing an effective staff development programme. Use performance management processes to build a highly effective team and succession plan.
Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people.	
Equal opportunities	Commitment to equality of opportunity. Commitment to race and gender equality and social inclusion.	