



The
Balcarras
Trust

Winchcombe School

Applicant Pack

The Balcarras Trust came into existence on 1st December 2020. We are a Multi Academy Trust (MAT) based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust, as was Winchcombe School until it joined the MAT in November 2023. The third school in the MAT is High School Leckhampton.

The Mission Statement of the Balcarras Trust:

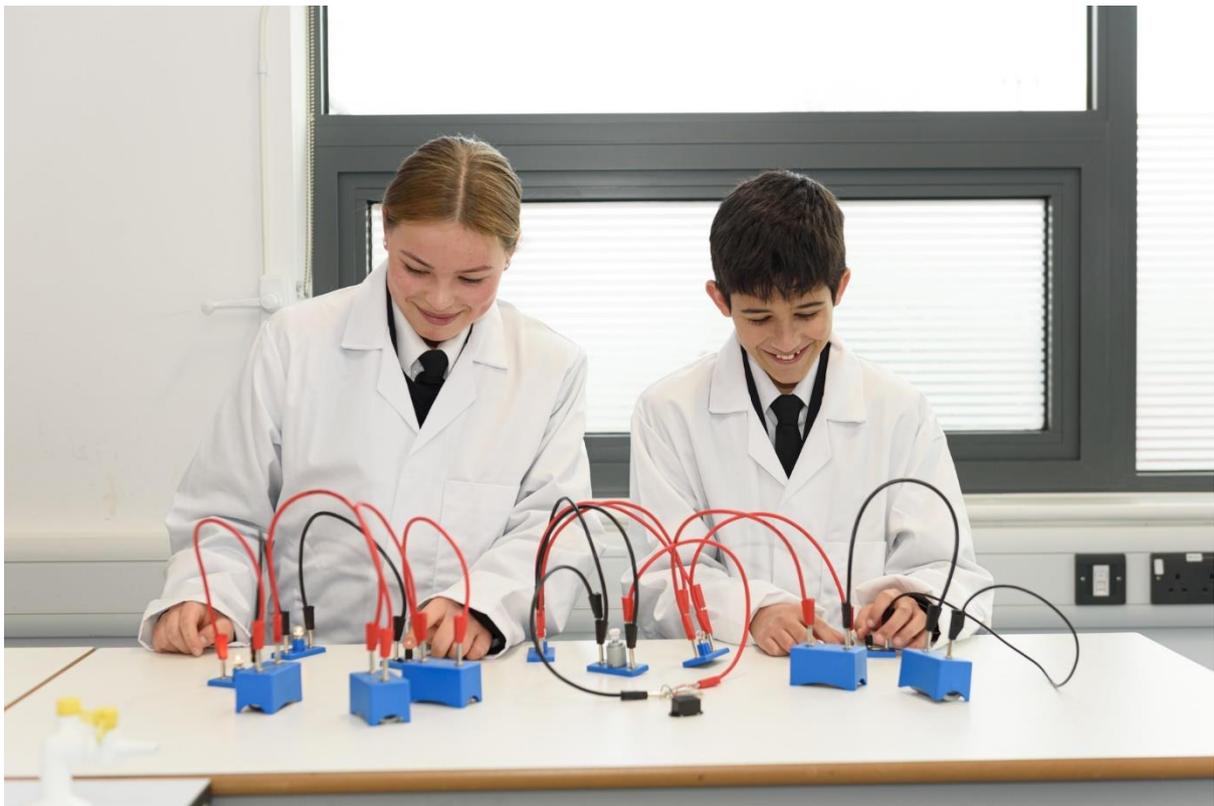
The Balcarras Trust is committed to delivering outstanding inclusive comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their life.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be 'left behind.' There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust's schools will be an excellent role model and will play their part in ensuring that each school in the Trust has its own special ethos. Students will feel proud of their school.



Balcarras is a co-educational 11-18 comprehensive school situated in Charlton Kings on the eastern side of Cheltenham. Consistently rated 'Outstanding' by Ofsted, it has also been recognised by *The Sunday Times* as the highest performing comprehensive school in the southwest. Balcarras's performance at A level and GCSE is amongst the highest for any school in the country.





Currently there are three schools in the Trust

Balcarras School: An 11-18 co-educational academy with approx. 1,400 students on roll. Consistently rated 'Outstanding' by Ofsted, the school secures superb outcomes at both GCSE and A level. Recently the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher). Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. Balcarras is situated in Charlton Kings and is currently where the Trust's registered office is located.

Winchcombe School: A high-performing 11–16 co-educational comprehensive academy, committed to combining high expectations with a supportive environment that enables every student to succeed. As a smaller-than-average secondary school, with just over 500 students, we are uniquely positioned to nurture individual talents and unlock passions. Set in an idyllic location and equipped with outstanding facilities, our learning environment is both inspiring and distinctive. A recent multi-million-pound investment has transformed our campus, adding state-of-the-art facilities in Sport, Science, Technology, and Drama—ensuring our students have every opportunity to thrive in a modern, dynamic setting.

The High School Leckhampton (HSL): A brand new 11-16 co-educational comprehensive academy with an eventual capacity of 900. The school opened in September 2021, transferring to its purpose-built accommodation on a beautiful campus on Farm Lane, Leckhampton. The facility cost £35 million and is state of the art. The school, which has been oversubscribed for the first years of its existence, is led by Helen Wood, who combines this role with CEO of the Trust.

In addition, the Trust has a wider role as a system leader:

Outreach work: The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust has the contract to run the Teaching School Hub for Cheltenham, Stroud and the Cotswolds.

The Trust runs its own School Direct teacher training programme working alongside the Gloucestershire Initial Teacher Education Programme (GITEP) which is run by the Gloucestershire Association of Secondary Headteachers Ltd (GASH). In 2024, Balcarras became the lead school for GITEP.

We mention these initiatives because we believe it demonstrates our commitment to professional development and the importance of collaboration.





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WINCHCOMBE SCHOOL

At Winchcombe School, we are a strong community who celebrate the learning, wellbeing and successes of all. We pride ourselves on the personal touch, catering for the needs of individuals both from a pastoral and academic viewpoint.

Our Vision

Our values are focused on the importance of aspiring – Attitude, Stewardship, Pride, Integrity, Resilience, Enjoyment and Success. We look for our students to live out these values each day.

Our Ethos

We have the highest aspirations for every student, enabling them to embrace opportunities and achieve their ambitions.

Our Facilities

We have excellent facilities, including touch panels and visualisers in all classrooms. Our cloud-based MIS simplifies communication and interaction between school and our families. We use various online platforms to support our curriculum, both in and out of school.

Our Staff

Winchcombe School employs around 80 staff, including teachers and support (classroom, admin and premises). Dedicated timetabled CPD is given to all teachers to prioritise their development. Staff can take advantage of the 'cycle to work' purchase scheme or use the electric car charging points at reduced rates; there is ample free staff car parking. Your health and well-being are important to us, and we have family-friendly policies in place to assist you and your family, including 24/7 access to an employee assistance scheme.





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Dear Candidate,

Thank you for your interest in joining Winchcombe School as Head of English and Drama.

At Winchcombe, every lesson matters. You'll have the chance to inspire curiosity, spark creativity, and shape futures in a school that values innovation and ambition. Here, your teaching will make a real difference—not just in exams, but in lives.

We are a smaller-than-average secondary school with big ambitions. Our size allows us to know every student and every colleague, creating a supportive environment where innovation and excellence flourish. Recent successes in exam results and our strong Ofsted grading reflect the high expectations and commitment that define our community.

We are looking for a departmental leader who is also a passionate and inspiring teacher, who can ignite curiosity and confidence in students across KS3 and KS4, preparing them for success at GCSE. If this describes you, we want to hear from you!

At Winchcombe, education goes beyond academic achievement. Our students and families share our vision to develop character, resilience, and ambition, qualities that prepare young people for life. With excellent facilities and a broad range of enrichment opportunities, we empower students to discover their passions and reach their full potential.

Our strategic aims are clear:

- **Teaching, Learning and Assessment** – We are committed to fostering a culture of excellence and continuous growth, empowering staff and students to achieve the highest standards.
- **ASPIRES Values** – Attitude, Stewardship, Pride, Integrity, Resilience, Enjoyment, and Success are at the heart of everything we do. They define our culture and represent the qualities we want every student to develop and live by.

We are proud to be graded 'Good' in all areas by Ofsted (March 2022), with praise for our high standards, calm and purposeful atmosphere, and exceptional professional development for staff.

If you share our values and want to be part of a school where ambition meets opportunity, we would love to receive your application. Together, we can inspire the next generation of innovators and problem-solvers.

Please complete the standard Balcarras Trust application form, which is available on our website: www.winchcombeschool.co.uk (please note we do not accept CV's) and email it to: personnel@winchcombeschool.co.uk.

Closing date for applications: Monday 13 April 2026 at 9am

If you would like to arrange a visit prior to submitting your application, please email personnel@winchcombeschool.co.uk and we will suggest a suitable time for a visit.

We look forward to hearing from you.

Kind regards

Parin Gohil (Headteacher)



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General Balcarras Trust Teacher Responsibilities

Every teacher has a responsibility for safeguarding the students in their care at all times. They must also ensure that the students receive an outstanding teaching and learning experience.

We expect all teachers working at Winchcombe School and the Balcarras Trust to take great pride in, and play their role in, creating a positive ethos based upon the school's values.

Staff are expected to support a happy, positive and successful environment where students of all abilities can grow, develop and succeed.

Teachers are expected to carry out their professional duties in accordance with the Trust's Code of Conduct, The Trust's Pay Policy and National Teachers' Standards. The specific responsibilities outlined below reflect this guidance.

Specific Teacher Responsibilities

Teaching:

- Have high expectations of all students including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- Prepare, plan and deliver lessons appropriately and in line with the school's Teaching and Learning Policy, including planning for progression across the age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge.
- Adhere to departmental, school and/or Trust-wide, curriculum and examination curriculum mapping and assessment schedules.
- Embed e-learning into their teaching strategies and deliver remote teaching when required.
- Be aware of the potential of students and the targets set for them and ensure that the work planned for them is at a suitably challenging and progressive level.
- Be aware of the school's Special Educational Needs & Disabilities Policy and practices and oversee the work of those students who receive additional support in this area.

General Accountabilities: The post-holder is expected to:

- Promote safe working practices within their work areas.
- Work in accordance with school policies and procedures.
- Ensure that the output and quality of work is of a high standard and complies with the high expectation of the school for all employees.
- Ensure that all employees participate in an annual review of performance and agree development targets.
- Maintain confidentiality at all times in respect of school-related matters and prevent disclosure of confidential, sensitive information in line with the school data protection policy and other data protection legislation.



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Winchcombe School Head of English & Drama Job Description

Main scale (£32,916-£45,352) or Upper scale (£47,472-£51,048 depending upon experience) plus TLR2C (£8,279)

Contract: Full time and permanent

Purpose of Job:

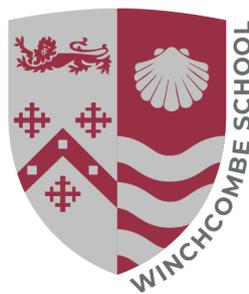
- Provide professional leadership and management of English & Drama Department to ensure high quality teaching, effective use of resources and good standards of learning, achievement and behaviour for all students.
- Monitor, evaluate and be accountable for the standards of teaching and learning within the department.
- Develop the department, in line with the overall needs of the school and its Development Plan
- Organise educational visits and other events to stimulate interest in departmental subjects

Main Responsibilities:

- Teach English and Drama to groups of students from all abilities across years 7 – 11
- Draw up departmental aims and objectives in line with the school's published aims
- Plan, implement and review the schemes of work of the department within the framework of the National Curriculum, to update syllabuses where necessary and provide copies for departmental staff and appropriate members of SLT
- Ensure that assessment within the department is both regular and thorough and that full records are kept of work done by members of the department and students
- Keep up-to-date with curriculum initiatives and any technologies which may improve teaching and learning in the subject.
- Monitor and evaluate the teaching and learning processes in this area of the curriculum. This will involve, amongst other things:
 - Making oneself aware of departmental colleagues' teaching methods
 - Periodic checking of mark/record books and exercise books
 - Keeping detailed records of students' assessments, updating Bromcom regularly
 - Ensuring that all departmental staff follow school and departmental policies on homework, assessment and coursework, making sure that they are standardised
 - Ensuring that appropriate differentiation occurs in all classes
 - Assisting, where appropriate, in the organisation of student groupings
 - Being responsible for input into departmental reporting systems
 - Liaising with the Examinations Officer over entries and organising the moderation of coursework
 - Preparing reports on the results of examination classes and the progress of students in non-examination year groups
 - Encouraging the creation of bright, clean, stimulating learning environments



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Winchcombe School Head of English & Drama Job Description (cont'd)

Main Responsibilities (continued):

- After consultation with the appropriate member of Senior Management, arranging suitable observation and teaching practice for trainee teachers to provide them with all necessary information about departmental routines and offering them support and advice as appropriate
- Being responsible for departmental Health & Safety training and ensuring that all staff and students conform to our Health & Safety Policy while they are in the departmental area
- Undertaking regular Risk Assessments of the departmental classrooms and immediately reporting any Health & Safety concerns to the Business Manager
- Taking account of the welfare of the staff while they are in the department. This will involve such things as the following:
- Participating in the performance management of colleagues in the department in line with agreed guidelines
- Having a concern for the CPD of staff, at least as far as their departmental work is concerned – e.g. by encouraging their participation in INSET, by considering alternating responsibilities between members of the department, by extending teaching experience, by offering advice and support where appropriate etc.
- Planning and delivering departmental INSET as appropriate
- Holding regular departmental meetings involving the whole department in decision-making and providing copies of the minutes to the Head and Line Manager
- Ensuring work is set for classes in this area of the curriculum whose teachers are absent
- Providing new staff, temporary as well as permanent, with all necessary information about departmental routines and to assist them to settle into their teaching responsibilities as smoothly as possible, e.g. syllabuses, writing reports, keeping records
- Providing appropriate members of SLT with details of preferred allocation of staff for the following year, taking account of the earlier points in this section
- Managing the resources of the department effectively. This will involve, amongst other things, submitting appropriate bids for development grants when required
- Taking responsibility for the departmental budget and submitting a capitation bid to the SLT towards the end of each financial year ending 31st August in order to ensure sufficient funds are available to meet mutually agreed aims and objectives. Once the departmental budget has been allocated, closely monitoring and controlling expenditure to ensure this is appropriate and to avoid any overspend
- Ordering stock and resources and ensuring that stock and equipment are well cared for and economically used.

General: *The school's aims, values and policies will shape the way you carry out these responsibilities*

The Job Description allocates duties and responsibilities. It does not direct the amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the Post Holder must use directed time in accordance with the school's published time budget and policy and have regard to Clause 36(1) of a Teacher's Conditions of Employment. The Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the Post Holder.



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Specific Pastoral Responsibilities for form tutors (if applicable)

Our form tutors play a vital part in promoting the positive ethos of Winchcombe School and the Balcarras Trust.

The tutor will treat every member of the tutor group in a kind and caring way, providing students with support and encouragement. Tutors should get to know students as individuals and encourage involvement in the extra-curricular programme to build students' curiosity, self-confidence and resilience.

It is with the form tutor that the student has the first formal contact every day. The form tutor has a key role in safeguarding, since they may often be the first person to identify a potential issue or concern in relation to an individual student.

The tutor takes the first register of the day and should inform the pastoral/attendance team of any patterns of lateness or repeated incidents of lateness.

As well as being a classroom teacher, the form tutor also works at the direction of the Head of Year during tutor period, putting into practice allocated tutor time activities, including Personal Development (e.g. careers) elements.

Tutors will also monitor standards of uniform and deal with any infringements (e.g. hair, makeup etc).

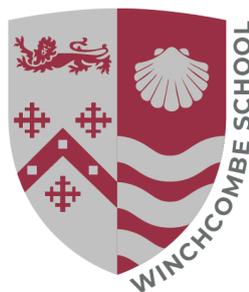
Year 7 tutors will be expected to attend a Y7 parents' welcome evening early in the autumn term.

The Balcarras Trust and the governors and staff of Winchcombe School are committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including relevant online searches, checks with past employers and the Disclosure and Barring Service. Safeguarding forms part of the interview process. Please also read the Recruitment Selection and Disclosure Policy within "How to apply" on the Balcarras Trust website which includes our policy on recruiting ex-offenders.

Equal opportunities are the right of everyone to equal chances and Winchcombe School respects each individual for who they are, regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.



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Winchcombe School Head of English & Drama Person Specification

PERSON SPECIFICATION

Head of English and Drama

Essential	Desirable
QUALIFICATIONS & EXPERIENCE	
<ul style="list-style-type: none"> • Educated to degree level (English literature or language-related subject) • QTS • Proven successful teaching experience at KS3 and 4 • Sound knowledge of English & Drama curriculum • Knowledge and experience of GCSE exam assessment • Knowledge of secondary strategy <p>Able to use data to monitor progress</p>	<ul style="list-style-type: none"> • Experience of middle management and leadership • Experience of involvement with enrichment activities • Worked in more than one school <p>Aspiration towards school leadership</p>
PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • Able to lead and manage a team of people • Able to tackle difficult situations • Commitment to the Department, School and Trust • Good communicator, especially with young people • Able to work under pressure • Enthusiastic and energetic 	<ul style="list-style-type: none"> • Flexible and adaptable to change • Excellent organisational skills



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Winchcombe School Selection Process

- ⇒ After the deadline for the position has passed, there will be a shortlisting meeting with the Headteacher, Head of Department/Line Manager (as applicable) to review the applications.
- ⇒ Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- ⇒ Unsuccessful applications will be notified by email.
- ⇒ Successful applicants will be invited for interview by telephone or email.
- ⇒ **References will be requested at this stage.**
- ⇒ An email confirming the interview arrangements and plan for the day will be sent to candidates including details of documentation to bring on the day.
- ⇒ One of the requirements on the day will be to complete a "Declaration of Criminal Record and other information" questionnaire if not previously requested.
- ⇒ If you have a DBS certificate from your current work place, you will be asked to show this.
- ⇒ Teaching candidates will be observed teaching a lesson, have a formal interview (including safer recruitment questions) and where appropriate be interviewed by a pupil panel. In some cases, there may be a short, written or data analysis task to undertake. All information concerning the day will be provided in the invitation email.
- ⇒ A decision will be made on the day where possible.
- ⇒ Both successful and unsuccessful candidates will be notified by telephone where possible.

For all enquiries about this position please email:

personnel@winchcombeschool.co.uk

www.thebalarrastrust.co.uk

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