

# Wren Academy Enfield

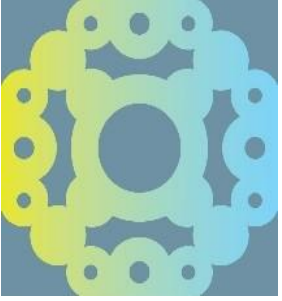


Wren Academies Trust

Wren Academy Enfield

Head of House

CLOSING DATE: 9.00am, Monday 20 January 2025



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# Introduction to the Wren Academies Trust

Welcome to the Wren Academies Trust. The Trust began with the opening of Wren Academy Finchley in September 2008 which grew to become an all through school of over 1400 students aged between four and 18. It has become one of the most successful schools in the country, as it has gained an excellent reputation for the learning focused education offered to students combined with outstanding academic results. We are delighted to have then been given the opportunity to open our new secondary school, Wren Academy Enfield, which welcomed 184 pioneer students into our inaugural Year 7 in September 2020 and will continue to grow each year until it has over 1200 secondary students.

The Trust is proud of its success; Wren Finchley has received three outstanding Ofsted judgements, two outstanding SIAMs reports and achieved excellent GCSE and A Level results. Wren Enfield is already one of the most oversubscribed schools in Enfield with every sign indicating that it will be equally successful.

Whilst our high-quality lessons and enrichments make Wren schools rewarding places to learn or work in, perhaps the most unusual thing about our Trust is the quality of the relationships you will find within it. Students and pupils like and respect each other and value their opportunities to learn. They get on exceptionally well with staff, as adults and students work together in a productive and trusting atmosphere. Children thrive by being given a high degree of responsibility and this leads to the exceptional behaviour Wren is so well known for.

Student leadership is at the heart of our philosophy with curriculum advisers, lesson observers and interviewers working along with a more traditional student and pupil councils. We believe that Wren students are given unequalled opportunities to learn, to encounter positive life experiences and to excel. Underpinning all of our work with students and staff is our vision which is based on widely recognised moral and social values and informs all aspects of our work. We have built communities which provide an education that enables all pupils and students to thrive. Our aim is that they become lifelong learners reaching their academic and social potential through a commitment to justice, kindness, and humility.

**Gavin Smith,**  
**Executive Principal**

# Welcome from the Principal

We seek to appoint a Head of House who will take an active lead in the pastoral care of our students. The successful candidate will each be expected to promote the welfare of 120 students from one of the 6 Wren houses. They will be responsible for ensuring that students in their house are happy and able to make outstanding progress. This will be achieved through the leadership of a team of 5 teachers responsible for a vertical tutor group consisting of Years 7-10 students. The position is an excellent opportunity for ambitious teachers to take on an important middle leadership role which is essential in the development of outstanding pastoral provision which benefits the wellbeing of all students. There will be an expectation to take a lead on building an effective partnership with home whilst ensuring that behaviour for learning in and out of the academy is always excellent.

This documentation and the more general information on our website should give you a clear understanding of the Academy and our stage of development. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604. A visit in advance of an application is encouraged but not obligatory.

If you decide to apply, please follow this guidance carefully. Applications will be considered as they are received but must be submitted by 9.00am, Monday 20 January 2025. Please send your application by e-mail to [recruitment@wrenacademiestrust.org](mailto:recruitment@wrenacademiestrust.org).

Thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application and taking the next steps in the appointment process.

**Ertunc Hussein**  
**Principal**



## Vision and Ethos

*Do justice, love kindness, walk humbly with your God - Micah 6v8*

We aim to create an inspirational community of learning rooted in Christian values, providing outstanding educational opportunities and experiences for all students regardless of age, ethnicity, ability and background. We combine our ambitions for students' outstanding academic attainment with an emphasis upon their personal growth as individuals, citizens and active learners. The values and vision which grow from our Christian ethos have helped Wren create a positive and inclusive atmosphere, in which all students and their families are welcomed. We find that having many different faiths in a school and taking faith issues seriously, generates understanding, tolerance and mutual respect in young people.

We are inspired by the Biblical account of the encounter between Jesus and Zacchaeus to build a community and provide an education which enables all students to thrive and reach their full potential. This is done so that our community then has a positive impact on the world motivated by our foundational Bible passage: Do justice, love kindness, walk humbly with our God – Micah 6v8.



***We support and challenge each member of our community to experience life in all its fullness.***

# Head of House

TLR 2C plus Wren Academy Allowance

Required for September 2025

Heads of House are key leaders within the Academy and their role carries significant leadership and management responsibilities. It is essential that they give active support to the vision and ethos of Wren Academy. Their areas of responsibility include pastoral care, attendance and punctuality, monitoring and evaluation, behaviour for learning, the learning environment, Performance Management, addressing underachievement, quality of reports and contribution to whole school assemblies and Focus Days. Opportunities will also be given to be a member of the academy safeguarding team.

Heads of House will support the delivery of the Christian vision.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status.

## Job Purpose

The primary purpose of the Head of House is to ensure that the standard of pastoral care within their house is of the highest quality for all students so that they are happy and able to achieve to make outstanding progress.



# Key responsibilities

## Key Tasks

**To ensure that all members of staff within the house are motivated and supported to perform at their best by:**

1. Communicating a clear house vision which encourages ownership, team spirit and commitment from the house members as they build a strong identity.
2. Developing effective tutorial systems and activities.
3. Line managing and professionally developing tutors in such a way that they perform at their best.
4. Meeting regularly with their line manager and keeping her/him informed of developments within the house.
5. Creating plentiful opportunities for the positive development of students learning and social skills based upon a detailed understanding of their backgrounds and circumstances.
6. Be a highly visible and effective presence both in the Academy and out in the local community.
7. Collaborating effectively with partner primary schools to ensure a smooth transition for new students.
8. To share responsibility for managing primary to secondary transition.
9. Responsibility for key aspects within the academy, including the planning and promotion of rewards trips, transition, praise notifications, Jack Petchey, Interhouse competitions, Year 7 residential trip and Restorative Practice.
10. Attending events and meetings beyond directed hours e.g. post exclusion meetings and CATs testing day.

To provide a secure and safe learning environment for all students so that they develop into self-confident and self-motivated learners by:

1. Being active in the promotion of student wellbeing throughout the Academy.
2. Contributing to collective worship, House assemblies and tutorials in a way which support the Academy vision.
3. Maintaining the highest standards of student behaviour in and out of the academy so that all students are able to learn effectively.
4. Providing a proactive presence around the school embodying the Academy's high expectations to students and staff.
5. Ensuring productive communication with parents so that they remain well informed about their children's progress and achievements as well as any incidents of poor behaviour.
6. Assist in the establishment and maintenance of productive and effective relationships with parents and carers.
7. To attend and support the Year 7 residential trip.
8. Playing a full role in the delivery of the Academy's enrichment curriculum, Focus Day provision, trips, and house activities.
9. Being an advocate and enthusiastic user of the Academy's information technology systems.
10. To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.
11. Be willing to be a member of the academy safeguarding team.



To set challenging targets for all students and staff, and provide the support, guidance and accountability framework necessary to achieve these targets by:

1. Devising and implementing department student assessment systems which enable student underachievement to be identified and acted upon at an early stage.
2. Coordinating effective intervention strategies which support students so that they make the progress that is expected of them.
3. Identifying excellent practice within the department and coordinating the sharing of practice through a planned and systematic timetable of observations, collaborative planning and team teaching.



# Person Specification

## Professional Skills and Experience

1. A minimum of three years teaching experience
2. Possess a good degree and QTS.
3. Be an excellent teacher with the ability to inspire students to become effective, self-directed learners.
4. Have the skills and experience necessary to achieve outstanding examination results.
5. Possess a thorough understanding of the requirements and opportunities of the secondary curriculum.
6. Have experience of teaching a range of year groups including examination classes.
7. Show evidence of having developed the learning capacity of students.
8. Be able to support and role model on delivery of school ethos and policies.
9. Show evidence of continued professional development.
10. Have relevant experience of working in comprehensive and multicultural environments.
11. Possess strong leadership and management skills.
12. Have sound technical understanding of school leadership issues.
13. Have the capability to lead others in successful school innovation.
14. Demonstrate the ability to set up and operate effective self-evaluation systems.

## People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian vision in the academy.
2. Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible.
3. Have qualities which earn the trust and respect of students, staff, parents and governors.
4. Demonstrate the inspiration to motivate and the ability to build on the strengths and expertise of each staff member.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess excellent written and verbal communication skills.
7. Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the academy.
8. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.
9. Appreciate the balance between the academic, social and emotional development of young people, needed to create an outstanding school.
10. Embody our vision and values particularly those of justice, kindness and humility.



## Staff Well Being

All teachers joining Wren receive a high-quality professional development experience. We hope that simply by working at the new academy, teachers will become better practitioners and that much of the best professional development will be found in working with Wren colleagues. However, we explicitly prioritise CPD with an innovative programme which provides 3 discrete hours for the development of teachers. Within this structure there is a focus on engaging with the latest educational research, with many colleagues undertaking research projects related to their practice. Therefore, we are looking to recruit teachers who are keen to become the very best teachers whilst focusing on ensuring excellent progress and the creation of firm foundations which will lead to GCSE and A Level success.

Our new buildings which we occupied in December 2022 are architecturally impressive and provide an exceptional teaching environment with breath-taking views across the greenbelt and into London. As well as a range of good-sized well-equipped classrooms the site benefits from the following features:

- A welcoming and pleasant restaurant area for both staff and students which is set at the heart of the school
- Dance studio, extensive gym, and assembly hall
- Impressive Sixth Form social and study areas
- Excellent performance spaces both in and outdoors
- Pleasant outdoor social and learning areas for both staff and students



The development of a second academy has led to collaboration and innovation opportunities which benefit all staff and have improved the provision of both schools. Many professional development opportunities have been created which ensure that all colleagues are well equipped and encouraged to be effective in their role. The Head of Economics and Business at Wren Finchley is keen to work collaboratively with the successful candidate to create excellent music provision across the Trust.

At Wren you will be given time to plan and evaluate your lessons and intervention strategies. You will be part of a learning dialogue with colleagues for which time is set aside. Most importantly of all, you will be working with young people who are talented and enthusiastic about their learning. We believe that observing other teachers and having them observe you is a professional entitlement and especially important given our focus on quality first teaching. It is an expectation that all Wren teachers will be confident and open in seeing lesson observation as a key element of how we learn as professionals.

We are looking to recruit excellent teachers who have the desire to develop further. We want to appoint colleagues who possess real curiosity about the ways in which children learn most effectively and who are always seeking to extend their practice into new areas and learning activities. It is important that Wren teachers are ambitious both for themselves and for their students.





## Staff Benefits

- Two week October half term break
- Free refreshments all day and a daily lunch allowance.
- Annual £1000 'Wren Allowance' in recognition of delivering enrichment activities and contributing to the wider life of the Academy.
- Excellent professional development opportunities including support for programmes of further study and planned career development.
- Timetabled professional development time during the school day.
- A pleasant and attractive working environment. Our restaurant, centrally situated, is the heart and hub of our community. This provides a bright, clean, communal space where staff and students can socialise, meet and eat. Over the years, the restaurant has become the foundation for strong relationships across departments and staff groups ensuring that all staff benefit from friendship and support beyond their immediate teams.
- An exceptionally talented and mutually supportive staff team of teachers and student services colleagues. Our staff body is inclusive and representative of the community in which we serve. We have consistently recruited a talented and committed staff who share the ambition of creating a uniquely successful school
- Children of colleagues working at Wren are given priority for a place.
- Talented, courteous and ambitious students
- All staff, whatever their role, are equally valued and the contribution of student services colleagues to the life and success of the Academy is celebrated
- Career development opportunities in a successful and growing Multi Academy Trust with plans to expand further.

The Wren Academies Trust is a MAT with plans to develop beyond two schools. This will provide further exciting professional development opportunities for the successful candidate.

More details on the curriculum, structure and ethos of the Academy are available on our website, [www.wrenacademyenfield.org](http://www.wrenacademyenfield.org)



## Academy Information 2024/2025

The Wren Academies Trust is sponsored by the London Diocesan Board for Schools (Church of England) and Berkhamsted School. Having established an excellent first academy in the London Borough of Barnet, we have grown to a full secondary school and we are in the process of planning for the opening of the Sixth Form in September 2025.

Since opening in September 2020 the school has been closely modelled on the successful Wren Academy Finchley whilst creating a distinctive vision and ethos which matches the needs and aspirations of Enfield students who join the school. It is planned that the school will repeat the success of Wren Academy Finchley which has achieved some of the best GCSE progress results in the country and has created a highly successful academic Sixth Form.

Wren Academy Enfield is a comprehensive school, which welcomes students whatever their previous academic attainment, then does all it can to maximise their academic and social potential. We are a vibrant and culturally diverse learning community where all members benefit from our distinctive and inclusive Christian vision inspired by the encounter of Zacchaeus with Jesus (Luke 19v1-10) and the exhortation found in Micah 6v8 to 'Do justice, love kindness and walk humbly with your God'.

The curriculum is innovative, challenging and engaging. There is an extended school day with lessons of varying lengths, single sex teaching in core subjects and an extensive timetable of enrichment activities. Music plays a key role in the enrichment programme with the provision of choirs, an orchestra, jazz band, drum groups and student led ensembles.

Each half term Focus Days are organised when the usual timetable gives way to in depth study of a range of issues relating to PSHE, the academy specialism and our ethos. To further support learning and social development, a House system is in place which is organised into vertical tutor groups of students in Years 7-10.



Single sex teaching takes place in English, Mathematics and Science and is in place to promote strong outcomes for both girls and boys. The approach has been highly successful at Wren Academy Finchley where there is a higher proportion of girls studying Mathematics and Physics A Levels and then related degrees than would normally be the case. Similarly, the number of boys in English A Level classes, and then studying the subject at university has also been strong.

Inspired by Sir Christopher Wren, our specialism is Design and the Built Environment. Key skills associated with the specialism, such as planning and creativity, impact across all subjects. We work closely with a range of public and private sector partners in delivering the specialism and in ensuring it enhances but never dominates our curriculum. Given the proximity to the Chase Farm Hospital we are exploring ways that the specialism can incorporate the field of medical science to the benefit of all students.

We develop students' learning skills and attitudes through our immersion in a strong learning philosophy. This is based on the 6 Rs which encourages students to be

- Resilient
- Relational
- Reflective
- Redemptive
- Resourceful
- Reverent

All learning is supported using digital tablets which are an expected item of equipment for every student. The use of the technology enhances learning within the classroom and at home whilst also being fully utilised to support student progress.

Colleagues are encouraged to innovate and to develop new ways of learning and working together. Taking advantage of the curriculum and lesson planning from Wren Academy Enfield, teachers develop and enhance existing learning resources to create exciting curriculum opportunities for the benefit of students in both schools.



# How to Apply

## Application deadline

Completed application forms must be received by 9.00am, Monday 20 January 2025, however applications will be considered as they are received.

### Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please email your completed application to [recruitment@wrenacademiustrust.org](mailto:recruitment@wrenacademiustrust.org). CVs will not be accepted.

## Visits

Visits to the academy are welcome. Appointments can be arranged by emailing [recruitment@wrenacademiustrust.org](mailto:recruitment@wrenacademiustrust.org) or by calling the Academy on 020 3150 4604.

## Selection process

The selection process may have a combination of tasks, activities, lesson observations and panel interview. Further details will be provided to the candidates shortlisted for interview.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Referees should be warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

## Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

## Safeguarding

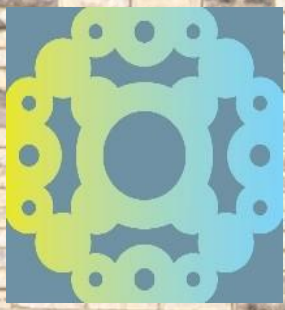
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



# Wren Academy Enfield

