



HEARTS ACADEMY TRUST



**The Wickford Church of England School**

**Head of School Recruitment Pack  
March 2025**

# HEARTS VALUES

HEARTS Academy Trust is committed to providing a happy, caring and safe environment for all within a values led context, where everyone feels valued and grows in confidence and independence.



## HAPPINESS

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in learning, and a resilience and hope which supports us through challenging times.



## ESTEEM

Self-**ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.



## ACHIEVEMENT

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.



## RESPECT & RESPONSIBILITY

We foster **RESPECT & RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment.



## TRUTH

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.



## SPIRITUALITY & SERVICE

We develop **SPIRITUALITY & SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.



[www.heartsacademytrust.co.uk](http://www.heartsacademytrust.co.uk)

Email: [admin@heartsacademy.uk](mailto:admin@heartsacademy.uk) Tel: 01268 572672  @hearts\_academy\_trust

HEARTS Academy Trust, HEARTS House, 2 Mount Road, Wickford, Essex, SS11 8HE

# Head of School Recruitment Pack



## Recruitment Timeline

Action	Date
Closing date for applications to be received	Sunday, 30 <sup>th</sup> March 2025 (Midnight)
Shortlisting of applications received	Monday, 31 <sup>st</sup> March 2025
Successful applicant(s) invite(s) to interview issued	Monday, 31 <sup>st</sup> March 2025
Date of interview	Friday, 4 <sup>th</sup> April 2025
Format of interview	<ul style="list-style-type: none"><li>• In-tray task</li><li>• Delivery of a 30-minute lesson</li><li>• Presentation to interview panel, followed by a formal interview</li></ul>
Location of Interview	HEARTS House, 2 Mount Road, Wickford, Essex, SS11 8HE

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Dear Applicant

HEARTS Academy Trust has an opportunity for an inspirational leader who puts children at the heart of everything that they do, who wants to influence and drive the future development of education in our school, and who can demonstrate our Trust values of **H**appiness, **E**steem, **A**chievement, **R**espect, Responsibility, **T**ruth, Service and **S**pirituality.

The Wickford Church of England School is a happy, successful, and inclusive school at the heart of a vibrant and diverse community. Our distinct Christian vision of 'Always more' underpins all we do. We are committed to providing a nurturing environment where every child is valued and encouraged to achieve their full potential, for every child to flourish and to be introduced to the richness of human experience to understand and question the world around them. We have supportive parents who uphold the Christian ethos and have strong community links.

If you feel you would be able to bring this vision to life through your work as a Head of School within our Trust, we would welcome the opportunity to hear from you.

As Head of School of The Wickford Church of England School, you would be joining a school that shares in the values and purpose of the Trust, to provide a world-class education through a knowledge-rich curriculum and the highest quality teacher development. You will have a commitment to developing the aims and ethos of the school and a desire to embrace the school in its wider context of the community.

Our school has a distinct feeling of family and community and has a strong drive to reach high levels of attainment. You will lead others to continue to invest fully in the personal, academic, and cultural capital of all children, providing them with a range of experiences and knowledge in order that they can engage with all sections of society and community academically, intellectually and socially.

We are committed to providing systems of high-quality support and challenge to ensure that our school leaders develop and that our schools continually improve. Our leaders have direct links with each other, our education team, and our central support teams. We provide significant operational and management support, and together we are building a strong offer for professional development at each level.

The HEARTS Academy Trust is an innovative employer. You will be joining a highly supportive and ambitious organisation, working alongside like-minded professionals including our CEO, Deputy CEO, Executive Headteachers, Heads of School, teaching staff, support staff, catering and caretaking teams. Each member of our team plays a pivotal role in providing our children with the best possible education to achieve their full potential.

This is an exciting and very rewarding time for HEARTS, and we look forward to receiving your application.

If you would like an informal discussion about working for HEARTS, about this role or would like to arrange a visit, please contact Danny Wagstaff, Executive Headteacher or Louise Allbury, Chief Operating Officer: [d.wagstaff@heartsacademy.uk](mailto:d.wagstaff@heartsacademy.uk) or [l.allbury@heartsacademy.uk](mailto:l.allbury@heartsacademy.uk).

If you want to work for an organisation with children at its heart, this vacancy could be for you.

Yours faithfully



**Don Wry**  
**Chief Executive Officer**

[www.heartsacademytrust.co.uk](http://www.heartsacademytrust.co.uk)

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# The role of the Head of School

As the Head of School, you hold a position of great influence in society that shapes the teaching profession. You are a lead professional and a significant role model within the communities you serve, and our children deserve nothing but the best. Therefore, it is crucial that our new Head of School has strong values, is ambitious, and takes accountability for the education of our children.

Your leadership will have a decisive impact on the quality of teaching and the achievements of our children. You should lead by example, demonstrating the professional conduct and practice of teachers, which minimises unnecessary teacher workload and leaves room for high-quality continuous professional development for staff.

Your primary goal should be to provide a safe and secure environment for our children, promoting exemplary behaviour in them. You should have unwavering expectations for high academic standards, both within and outside the school, recognising differences and respecting cultural diversity within contemporary Britain.

The Wickford Church of England School is a thriving Church of England school that is child-centered and believes in high expectations for all. We are an over-achieving, oversubscribed school, with strong links with the community and feeder schools. We pride ourselves on positive relationships that benefit the children at the heart of the community.

We have the highest aspirations for all of our children and believe in providing them with a full, varied learning experience that is exciting and equips them for life.

We have a strong and passionate team of teachers who are dedicated to ensuring that every single child achieves their full potential. Our children consistently achieve above national averages in reading and writing.

We are a leading school in Wickford, set on beautiful grounds and well-served by transportation links. We are close to major road networks, making it easy for children to access our school.

## Awards and achievements

The Wickford Church of England School is the proud recipient of many awards, including:

- Ofsted Outstanding
- SIAMS Outstanding (full training can be provided in relation to SIAMS)
- National Online Safety School Award
- One Education Reading Gold Award
- SENDIA, the Special Educational Needs and Disabilities Inclusion Award from Optimus Education
- Food for Life Bronze Award
- Inclusion Quality Mark
- Learning Outside the Classroom (LOtC) Silver and Bronze Award
- SMSC Quality Mark Gold
- Music Mark Award
- Healthy Schools Award
- SAFECic Award
- An Artsmark School
- National Online College Certified School

# Job Description

The main responsibilities will be to ensure that all children are given the opportunity to achieve their full potential across the curriculum. We expect our Heads of School to focus time and energy on learning and teaching and the development of high-quality practitioners in their school. Heads are recruited for their high-quality teaching and understanding of pedagogy as well as their firm commitment to improving the life chances of their children.

As a Head of School, you will be expected to demonstrate high-quality teaching, successful outcomes for children and an ability to coach others successfully (including support staff). You will also have an exceptional understanding of the primary curriculum. You will know how to research and develop best practices, work at a pace and inspire others in the endless goal to do better for our children so that they can do better and lead lives now and in the future that put learning and achievement at the heart of what they do.

## Purpose of Post

- To work collaboratively across the school.
- To maintain teaching and learning across the school so that outcomes continue to be outstanding.
- To lead a highly aspirational school which holds children at the heart of all that it does.
- To add expertise, capacity and subject and leadership expertise to the school.

## Relationships

The post holder is accountable to the Executive Headteacher in respect of carrying out duties. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships to promote mutual understanding of child progress, with the aim of improving the quality of teaching and learning in the school.



## Responsibilities

- To demonstrate commitment to ensure the Christian ethos and values of a church school continue to be promoted and embedded.
- To take the lead responsibility for safeguarding, including online safety and understanding the filtering and monitoring systems and processes in place.
- To maintain teaching and learning across the school so that outcomes are outstanding overall.
- To promote the raising of aspiration and achievement within GLD, maths and English in particular.
- To improve the personal development opportunities for all children.
- To support staff and give them the confidence to improve and develop.
- To achieve a positive SIAMs inspection.
- Lead and manage the day-to-day running of the school.
- Carry out your duties in line with the management and working practices of the Trust.
- Take a lead role in the development of the school's quality of learning and teaching in partnership with the Trust's Director of Curriculum and Learning (DOCLA) and the School Improvement Team.
- Take a lead role in research and development and share good practices across the Trust.
- To promote the ethos and vision of the Trust.
- To communicate effectively with all key stakeholders.
- To work effectively in partnership with other schools in the Trust and their leaders.
- To ensure effective and high-quality performance management processes are in place to continue maximising school improvement.
- Ensuring that high standards are promoted in all aspects of the running of the school.

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## Main Duties and Responsibilities

### Leadership

- To communicate compellingly the school's vision and drive strategic leadership, empowering all children and staff to excel.
- Overall responsibility for the strategic management and operational activity of the school.
- To provide enthusiastic, innovative and consistent leadership to the school/Trust and leadership team.
- To work positively with the community to ensure the best possible outcomes for children.
- Implement rigorous and sustainable policies and strategies in order to transform the outcomes for children at the school.
- To ensure that children are healthy, stay safe, enjoy and achieve maximum potential, and are ready for the next phase of their education once they leave the school.
- To develop the reputation of the school, locally, regionally and nationally.
- To service and support the Local Advisory Board.
- Have high expectations of children, staff, parents and Local Advisory Board members.



### Education Provision and Standards:

- Ensure that the curriculum is developed and implemented, and that curriculum delivery is translated into effective learning and assessment practice.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the school can meet changing needs and demands consistent with government guidelines and requirements.
- Ensure that high-quality provision is available to all children regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Develop a culture where children feel safe, confident and can attain their maximum educational outcomes.
- To ensure high standards of safeguarding and child protection so that child well-being (including mental health) is at the forefront of all that we do.



### Finance, Personnel and Resources:

- Ensure that all the activities of the school are conducted in accordance with all legal requirements and regulations.
- Ensure policies and procedures are consistent with "best practice" and recognised codes of probity.
- Implement a performance management framework for the delivery of high-quality services through high-quality performance.
- Recruit, manage and motivate a committed, effective, inclusive and diverse workforce that understands its roles and enables and promotes high-quality learning.
- To ensure that all resources are organised and managed to provide the best possible outcomes for children.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- To work closely with the HEARTS business team and ensure good value for money, effective staffing structures and excellent use of funding.
- To recruit, train and retain high-quality staff in conjunction with the Trust school improvement team.

# Person Specification

<b>Leadership Skills</b>
An innovative leader with a clear understanding of education opportunities and how they can be translated into practical reality.
An inspiring/aspiring leader with a proven track record of managing change quickly and effectively.
A collaborative leader with the ability to forge positive relationships in order to promote the success of the school.
An enthusiastic leader, committed to ensuring the best possible outcomes for children and the community the school serves.
Someone with the ability to build a sustainable workforce of high-quality staff and leaders.
Someone who can provide clear direction and shared purpose for all children, staff and stakeholders.
<b>Communication Skills</b>
A commitment to working positively with all stakeholders and partners.
An excellent communicator who is at ease with all stakeholders but particularly children and parents.
Someone who has very strong negotiation skills and the ability to influence others to the benefit of the school/Trust.
<b>Experience and Knowledge</b>
An ability to drive and deliver transformational and cultural change.
A clear understanding of what constitutes a good school and what needs to be done to ensure it continues to be outstanding.
A deep knowledge and clear understanding of educational legislation, new innovation and developments.
<b>Management of Finance, Personnel and Resources</b>
An ability to successfully manage resources.
The ability to motivate staff to ensure high performance.
The ability to translate a visionary/innovative concept into a practical implementation plan.
<b>Personal Attributes</b>
An ability to use the full range of leadership skills and qualities including emotional intelligence.
An enthusiastic and motivational leader with strong morale building skills.
The ability to drive forward change very often in very challenging circumstances.
Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.
A personal commitment to inclusion and diversity to ensure the maximum benefits for children and equality in employment and service delivery matters.
Provide clear direction and shared purpose for children, staff and stakeholders.
A strong commitment to personal development for all staff including themselves.



## Application process

Tours of the school are strongly encouraged and will be facilitated by Danny Wagstaff, Executive Headteacher. To arrange a tour, please email Louise Allbury, Chief Operating Officer: [l.allbury@heartsacademy.uk](mailto:l.allbury@heartsacademy.uk).

To apply, please complete a HEARTS application form in full. Please note CVs are not accepted. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification and Job Description. Completed application forms should be returned in electronic format to [l.allbury@heartsacademy.uk](mailto:l.allbury@heartsacademy.uk).

## Interview Process

After the closing date, shortlisting will be conducted by a panel, who will match your skills/experience against the criteria in the person specification. You will be selected for an interview entirely on the contents of your application form, so please read the Job Description carefully before you complete your application form. Occasionally, when we receive sufficient applications to do so, the Trust may close the vacancy and shortlist prior to the published closing date.

We will seek references and conduct online searches on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before the interview. Where possible, any relevant issues arising from references will be taken up at the interview.

In addition to the candidates' ability to perform the duties of the post, they will:

- Deliver a 30-minute lesson;
- Complete an in-tray task; and
- Present to the interview panel, followed by a formal interview.

The interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to the use of authority and maintaining discipline.

## Conditional Offer: Pre-employment checks for new colleagues

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Satisfactory online search results;
- Verification of identity checks and qualifications;
- Prohibition from teaching check;
- Satisfactory Enhanced DBS Disclosure;
- Verification of professional status such as QTS Status, and NPQH (where required);
- Satisfactory completion of a health assessment;
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance;
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.

**You should be aware that the providing of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

**Disclosure level:**

Enhanced: The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE DISCLOSURE FORM. We support safe recruitment and therefore, if successful, you will also be required to apply for an Enhanced DBS Check from the Criminal Records Bureau.

**Safeguarding Children & Young People**

The Trust is committed to safeguarding and promoting the welfare of all of its children. Each child's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g., those with special educational needs and those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, third-party workers, contractors and visitors, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in educational settings;
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust and who is likely to be perceived by the children as a safe and trustworthy adult including volunteers, third-party workers, contractors and staff. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, reviewing online presence, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and enhanced DBS checks.

We expect all staff to share this commitment and to undergo appropriate checks, including online searches and an enhanced DBS check.

- Candidates should be aware that all staff at HEARTS Academy Trust are responsible for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this application pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether a disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

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# Our Schools

HEARTS Academy Trust is a family of six schools and one enhanced SEMH provision which educates children in and around South Essex. The schools are based in Rochford, Wickford and Basildon. Most of our schools/provisions are within one or two miles of each other. Schools are supported through regular meetings between school leaders and subject leader networks, with opportunities to share best practices.

The Trust was founded by The Wickford Church of England School – now three times Ofsted-rated “Outstanding” and twice rated SIAMS “Outstanding”

The Trust is currently made up of:

- [Briscoe Primary School and Nursery](#)
- [Hilltop Infant School](#)
- [Hilltop Junior School](#)
- [Stambridge Primary School](#)
- [The Atrium SEMH enhanced provision](#)
- [The Wickford Church of England School](#)
- [Waterman Primary School](#)

## Distinctive Christian Vision at The Wickford Church of England School - Always More

*‘With God’s power working in us, God can do much, much more than anything we can ask or think of’. Ephesians 3:20.*

*“Always More” – learning to gain, kindness and love to offer and respect to show.*



Children at the HEART

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**Chief Executive Officer:** Mr Don Wry **Chair of Trustees:** Mr Vaughan Collier

HEARTS Academy Trust is a company limited by guarantee, with charitable status, registered in England and Wales. Company Number: 7851097. Registered Office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



## HEARTS ACADEMY TRUST

2011

The formation of HEARTS Academy Trust. The Wickford Church of England school, as a National Support School with a National Leader of Education status, became the founding school.



2012

Briscoe Primary School (located in Felmores End, Basildon) joined HEARTS Academy Trust.

2015

Stambridge Primary School and Waterman Primary School, both situated in Rochford, Essex, joined HEARTS Academy Trust.



2017

Hilltop Infant School and Hilltop Junior School (located in Wickford) both joined HEARTS Academy Trust.

2018

The Atrium, an early intervention, enhanced provision for children with social, emotional and mental health challenges, joined HEARTS Academy Trust.

