



Headteacher

Mark First and Pre-School
Church of England Academy

Recruitment Pack



Part of the
Wessex Learning Trust



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Vacancy Advert



Headteacher

Leadership Scale, 8-14 (£59,167 - £68,586) Permanent, Full Time Position (0.8 FTE will be considered) to include a minimum of 0.2 FTE teaching commitment

The Wessex Learning Trust is committed to appointing an individual who has:

- Excellent leadership, management, communication, and personal skills.
- Drive and commitment to ensure the school succeeds.
- Track record as an outstanding teacher and leader.
- Deep knowledge of teaching and learning.
- Determination to ensure no learner is left behind and all learners reach their potential.
- Good understanding of all aspects of the curriculum.
- Ability and desire to lead in all academic, pastoral, and business matters.
- Total commitment to ensure the safeguarding of all children and thorough knowledge and experience of the Designated Safeguarding Lead role.
- A dedication to promoting Christian ethos and values.
- Ability to lead and inspire colleagues and demonstrate success as part of a leadership team.

It is an exciting time to join the Wessex family as we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Extended Leadership and other opportunities to develop your career.
- Excellent collaboration across Trust Schools, extensive learning communities and specialist subject leads to enhance the learning of our young people and enhance your personal development.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with specialist provider, Carefirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee.

If you are a strategic thinker with the skills, ability, and passion to support young people and colleagues to achieve and flourish within a superb school, we would be delighted to hear from you.

To apply for this position, please complete a teaching staff application form, (available on our website), together with a letter of application for the attention of Mrs Libby Fidock (Deputy Chief Executive). Applications should be returned by email to HR@wessexlearningtrust.co.uk

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, early applications are welcomed.

If you wish to discuss the role informally prior to making an application, please contact the HR team on the above email address.

Closing date: Thursday 21 November 2024

Interview dates: Thursday 28 & Friday 29 November 2024

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check

Welcome

Dear Candidate,

On behalf of Mark First School, and the Wessex Learning Trust, I would like to thank you for your interest in the vacancy of Headteacher. Your enquiry coincides with a very positive dynamic time in the Trust as we expand and grow and continue to promote our vision of an outstanding education for all.

We are seeking to appoint an inspirational person with a track record of outstanding leadership and sustained school improvement, with proven success in implementing strategies to improve teaching and learning, as well as child welfare and behaviour.

This is an exciting opportunity for an innovative leader to help lead the school through to the next stage of our journey. There is therefore a need to collaborate with other schools to further develop high levels of service provided to our students, parents/carers, and the local community.

We will be pleased to receive applications from candidates who are currently Headteachers, Deputies or Senior Leaders elsewhere in education. The successful candidate will benefit from the support and mentoring of the Wessex Executive Leadership Team, and from colleagues in the Wessex Learning Trust family. The successful candidate will take up post in April 2025 or sooner.

Paul Jacobs

Chair of the Trust Board

How to apply

All candidates are asked to complete the teaching application form, together with an accompanying letter addressed to Libby Fidock, Deputy Chief Executive of the Wessex Learning Trust (no more than two sides of A4) outlining your suitability for the post and how your experience to date relates to this post. CVs will not be accepted. Completed applications should be emailed to HR@wessexlearningtrust.co.uk

Interviews will be held on Thursday 28 & Friday 29 November 2024.

The invitation to attend for interview will outline the expectations and pre-interview detail.

We welcome visits from potential applicants. Should you wish to come and visit the school, please email HR@wessexlearningtrust.co.uk for the attention of Libby Fidock.

The Wessex Learning Trust is committed to safeguarding young people, the successful applicant will be required to undertake an enhanced disclosure and barring service check and online checks prior to taking up the post.

Our School



Mark First and Pre-School CE Academy is a beautiful school situated on the edge of the rural village of Mark, on the Somerset Levels. Providing a high-quality education to 153 children from 2-9 years old.

Our established Pre-School provides a firm foundation that is progressive towards first education and beyond ensuring our children feel secure and happy, and where they make progress to achieve their full potential. At Mark First and Pre-School CE Academy, we strive to create a 'love of learning' as our vision suggests and deliver outstanding learning opportunities through a carefully sequenced and thematic curriculum.

As a Church school, we have close links with Holy Cross Church in Mark and our Christian values of **Courage, Respect, Enthusiasm, Aspiration, Trust** and **Empathy** permeate through school life.

Although we are small in numbers, we have some amazing outside spaces which we use to enrich learning at every opportunity, including two playgrounds, a fantastic field and an outdoor classroom and pond area.

Being part of the Wessex Learning Trust enables us to work collaboratively, with local school and the Central Team based in Cheddar, to achieve the best outcomes for our children, while retaining our autonomy to serve our local community well.

We feel immensely lucky to be supported by the wonderful parents, community, Local Partnership Board and dedicated PTFA to help us to achieve our vision of creating a love of learning where everyone is respected and encouraged to reach their full potential.

Our Values

Our school vision underpins every aspect of school life and is our core purpose. Through our vision we strive to reflect our culture and ethos, which is that we can all achieve our best and succeed. As a school who promote a love of learning, creativity and opportunities to succeed are at the heart and the Christian values at the core reflect this.

We believe that having courage and enthusiasm to try new learning experiences with high aspirations for the future will enable us to flourish as individuals. Trusting others for support and showing respect and empathy are ways that we can learn to live well together.





Message from the Chief Executive

Mark First and Pre-School Church of England Academy is proud to be a part of the Wessex Learning Trust, a dynamic group of 20 schools, who continually drive forwards through a high degree of self-reflection and a collaborative critical eye for getting the best for our learners.

We work collaboratively and believe in empowering our staff to grow and take the lead. We often have colleagues from each other's schools helping our evaluation processes: this is what we sign up to. We work together, we share our staff's expertise through collaboration, networking and Professional Learning Communities organised centrally.

Headteachers at our schools are expected to play a full role in the Trust and work alongside the other Heads and school leaders for the greater good.

Policies, systems, and standard operating procedures as well as some operational and teaching staff and facilities are shared across the Trust. We help each other, we visit each other, and we listen to each other.



Job Description

Headteacher

Purpose	<ul style="list-style-type: none">• To provide inspirational, professional leadership of the learning and development of staff and learners.• To ensure high-quality outcomes and a high-quality welfare provision for the learners at the school.• To promote a 'believe and succeed' culture with a 'can-do' attitude in a caring environment which will allow every learner to succeed and build confidence for life.• To contribute to the Wessex Learning Trust's leadership group.• To carry out professional duties in accordance with the Teachers' Pay and Conditions document and adhere to and deliver the Headteacher Standards 2020.
Reporting to	<ul style="list-style-type: none">• The Wessex Learning Trust Deputy Chief Executive and the Local Partnership Board.• The Headteacher is accountable to the Executive Leadership Team (ELT) of the Wessex Learning Trust, Local Partnership Board and the Wessex Learning Trust Board for the standards achieved, conduct, management and operations of the academy.

Key Responsibilities	<p>Provide vision and transformational leadership to ensure that the academy is managed and organised to meet its aims and targets.</p> <ul style="list-style-type: none">• Work with the Deputy Chief Executive and ELT to develop the strategic view and direction of the School and Pre School (together the academy) and to maintain an ethos which enables secure and effective teaching and progress for all learners irrespective of their background, abilities or aptitudes.• Work with the Deputy Chief Executive and ELT to effectively manage the resources of the Academy.• Evaluate performance and identify priorities for continuous improvement.• Carry out the day-to-day management, organisation and operational management of the academy.• Create a safe and productive environment within the academy, ensuring effective safeguarding procedures are in place, in line with policy and that the safeguarding of children is the highest priority.• Ensure excellent outcomes and high-quality welfare provision for children.• Promote a culture and code of behaviour which is caring and sensitive to needs, allowing every learner to achieve to the best of their ability.
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Leadership and Management

- Provide leadership which will inspire, motivate, challenge and support all staff employed at the academy.
- Ensure a positive and caring ethos in the academy, through effective leadership and planning, which enables all learners and staff to maximise their abilities, ambitions and academic potential.
- Chair and lead the School Leadership Team (SLT).
- Ensure a culture of continuous improvement in learner achievement by keeping the curriculum, teaching, assessment, progress and reporting mechanisms under review and creating a high-quality, fully inclusive learning environment.
- Maintain a development plan for the academy which supports its vision, identifies agreed priority areas for improvement and is routinely used by staff to guide their actions and decisions.
- Ensure the academy is fully accountable to its stakeholders in all aspects of performance, by establishing clear lines of accountability.
- Ensure the aspirational culture is met through challenge and support where all learners can achieve success.
- Drive the effective creation and use of systems and standard operating procedures in all areas to ensure an efficient and effective service to stakeholders.
- Ensure the management of learner behaviour and wellbeing is consistent and supportive; that policies and procedures are robust and where learner progress is encouraged through effective support, praise, care and recognition of success.
- Promote learner wellbeing and care structures.
- Promote learner participation, character strength and development.
- Ensure that the academy continues to build its profile locally, regionally and nationally through effective marketing and collaborative partnerships, so that it continues to be a popular choice with a clearly defined set of values which puts the learner at the heart of all that it does.

Developing Staff

- To maintain and enhance staff morale and wellbeing.
- To ensure staff are well managed, supported and developed through effective appraisal procedures and a self-improving process of professional development.
- Provide opportunities for all staff to develop their professional skills as an aid to improving performance and learner achievement.
- Encourage staff to develop and exercise leadership skills which will benefit the curriculum, learner achievement and performance of the academy.
- Work with leaders across the Wessex Learning Trust to share knowledge and good practice between academies.

Teaching and Learning and the Curriculum

- Ensure teaching and learning throughout the academy is of the highest standard to ensure outstanding achievement for all.
- Demonstrate and articulate high expectations and set challenging targets for the academy's teaching staff and learners.
- Within financial resources, ensure a curriculum is provided for all learners which will meet needs securing their future progress.
- Monitor the effectiveness of the curriculum and pursue areas for improvement, taking account of national, local and school data plus inspection and research findings.
- Monitor the quality of teaching and learning both individually and by curriculum area to ensure quality of provision.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social, creative and emotional wellbeing of learners.

- Ensure that all learners are correctly identified according to the SEND Code of Practice and provided with the appropriate level of support.
- Maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
- Support extended learning opportunities through enrichment activities and extra-curricular provision.
- Participate, to such an extent as may be appropriate, in the teaching of learners in the academy including the provision of cover for absent teachers.

Management of Resources

- Ensure the academy is compliant with health and safety and safeguarding regulations.
- Work closely with the SLT, the Deputy Chief Executive, ELT and the Partnership Board on the resource allocation and compliance schedule for the academy, including the development and agreement of an annual budget.
- Ensure the day-to-day efficient and effective use of resources.
- Ensure the day-to-day efficient and effective deployment and management of the staff of the academy in order to achieve objectives as outlined in the academy improvement plan (AIP) and within budgeted resources.
- Ensure accurate and timely management of preschool charges through childcare vouchers, grants or parent / carer invoicing.
- Take the lead role in the selection and recruitment of teaching and support staff, seeking to ensure the best available people are appointed.
- Foster and maintain relationships with organisations representing teachers and support staff.
- Within financial resources ensure the buildings and facilities meet the needs of the learners and staff and are of the highest standard of safety, cleanliness and repair.
- Work with the Wessex Learning Trust central services team to obtain funding for prioritised long term capital improvements.
- Work with the Wessex Learning Trust central services team to manage the performance and value of external contractors.
- Explore and develop additional sources of income.

Stakeholders and the Community

- Build a culture and curriculum which take account of the richness and diversity of the academy's community.
- Maintain a positive dialogue with parents/carers which allows learners to be supported educationally at home and parents/carers to engage constructively with staff.
- Secure the commitment of all parents/carers, especially the hard-to-reach parents and the wider community to the vision of the academy.
- Collaborate with other agencies in providing academic, spiritual, moral, social, emotional and cultural wellbeing for all learners and their families.
- Act at all times as an ambassador for the academy in a manner that upholds its vision and values.

Accountability

- Be accountable for every aspect of day-to-day management in the academy.
- Support the long-term development of the academy with the Deputy Chief Executive and ELT.
- Be accountable to the Local Partnership Board and the Wessex Learning Trust.
- Translate the academy's and Wessex Learning Trust's vision into an AIP with agreed prioritised objectives and operational plans with timelines, which will promote and sustain further improvement.

- Inspire a culture which enables everyone to work together, be confident in themselves, share knowledge, understanding, celebrate success and accept accountability for outcomes and results.
- Develop opportunities for learners to share in the decision-making processes of the academy, thus developing ownership and responsibility for their own future.
- Develop and use sound and effective systems of communication within the academy, within the Wessex Learning Trust and between member academies, parents/carers, community and other external organisations.
- Present an accurate account of the academy's performance in a form appropriate to a range of audiences including the Wessex Learning Trust, parents/carers, community, Local Partnership Board, Ofsted and others.

The Academy recognises that the following skills are required for this post:

Leading

- Holding people accountable: the drive, resilience and ability to set clear expectations and parameters and manage the performance of staff across the academy.
- Leading people: the drive and ability to provide clear direction to learners and staff, and to enthuse and motivate them.
- Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics.
- Passion for learning: the drive and ability to support children in their learning, and to help them become confident, independent, aspirational learners.
- Wessex Learning Trust contribution: ability and willingness to contribute to the wider Wessex family, to lead projects and take whole Wessex Learning Trust responsibilities.

Relating to others

- Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.
- Building relationships: the ability to develop and manage empathetic relationships with the whole school community to achieve the best learning environment for children.
- Team working: the ability to work with others to achieve shared goals and the ability to work with other headteachers and leaders in the Wessex Learning Trust.
- Understanding others: the drive and ability to understand others, and why they behave as they do.

Developing people

- Encourage staff to work together and share expertise within and across teams, including teams in the Wessex Learning Trust.
- Use coaching skills to help staff achieve their potential or to help them access relevant coaching support.

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the academy to help improve the way you lead, manage and develop staff.
- Be aware of your own skills of self-management as regards time and prioritising workload.

Inspiring

- Be able to inspire staff and pupils with the highest standards and expectations.

	<p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</p>
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<p>Additional duties and Information</p>	<ul style="list-style-type: none"> • All Executive Headteachers, Headteachers, Deputy Headteachers, Heads of School and leaders in the Wessex Learning Trust are expected to contribute to the overall greater good of the Wessex Learning Trust. This may involve specific activities at certain times as directed by the Chief Executive and ELT. • All Wessex Learning Trust Executive Headteachers, Headteachers, Deputy Headteachers and nominated Heads of School attend and serve on the Wessex Learning Trust Management Group. • Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. • Attending relevant meetings, as required. • Participating in training and other learning activities and performance development, as required. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.
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