



Part of



**Relentlessly Pursuing Excellence**

# Headteacher

Candidate Information Pack



# Welcome from the Director of Education

Dear Candidate,

I am Helena Brothwell, Director of Education at Windsor Academy Trust, and I am delighted that you are considering joining the team at Great Wyrley Academy.

Great Wyrley Academy is a school that has been on a truly remarkable journey of transformation. Since joining the Windsor Academy Trust family in September 2018, the school has gone from strength to strength, evolving into a high-performing and highly sought-after secondary school within the South Staffordshire community.

The school has been consistently oversubscribed for the last five years, a testament to its strong reputation and the trust that our families place in us. To meet this growing demand, we recently increased our Pupil Admission Number (PAN), and I am incredibly proud to share that we are, once again, oversubscribed. This success is built on a culture of high expectations, where students are "relentlessly pursuing excellence".

As a member of the Windsor Academy Trust family, Great Wyrley Academy benefits from the collective power and shared expertise of fifteen thriving schools. While we celebrate the school's unique identity and local pride, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

Whether you are joining our teaching team or our professional services staff, you will play a vital role in our ongoing success. We are looking for individuals who are passionate about creating an environment where we:

- **Unleash Potential:** Delivering a high-quality, inclusive curriculum that challenges and inspires students to exceed their own expectations.
- **Drive Innovation:** Brilliantly harnessing the power of digital technology, including our 1-to-1 iPad programme, to enhance learning and prepare students for the future.
- **Build Community:** Forging deep links as a civic anchor, ensuring our school sits at the heart of local life and supports families beyond the school gates.
- **Develop Character:** Ensuring every student can "sparkle" on their learning journey through a rich offer of sports, arts, and leadership opportunities.

Great Wyrley Academy is a happy, safe, and productive place to work. We deeply value our staff and are committed to your professional growth through the Windsor Academy Trust Talent Institute, offering evidence-informed practice and exceptional development opportunities.

If you are a motivated professional who shares our values of excellence, respect, and responsibility, I look forward to receiving your application. Together, we will continue to build a bright future for the students and the community of Great Wyrley Academy.

Best regards,

**Helena Brothwell**  
Director of Education

# Our School



## Great Wyrley Academy - "Relentlessly pursuing excellence"

Great Wyrley Academy is an 11 to 18 comprehensive school and sixth form in South Staffordshire. We endeavour to ensure that each and every student in our care fulfils their potential - both academically and personally. Students leave our school with fantastic qualifications but also having had opportunities and life experiences that great schools should afford them.

### Our 2024/25 highlights

- Red Nose Day Fundraising: Students raised over £1,700 for charity through creative, student-led initiatives like bake sales and sponge-throwing.
- "Shrek: The Musical" Production: The school staged a major production of Shrek: The Musical, showcasing student creativity and collaboration across drama, music and technical teams.
- Royal Opera House Trip: Students enhanced their cultural knowledge by attending a performance at the Royal Opera House in London.
- GCSE Art Exhibition: The annual art show had its biggest turnout yet, celebrating student creativity and academic excellence in the arts.
- Talent Shows and Showcases: Student-led events were held throughout the year, giving pupils a platform to build confidence and showcase a variety of talents.
- Inspiring STEM Trips: The school organised trips to Apple HQ and "Women in Tech" events to encourage female students to pursue careers in technology and innovation.
- Geography Fieldwork: Year 11 students applied their learning to the real world by conducting fieldwork to enhance their understanding of human geography and analytical skills.
- Outstanding CPL Programme: The school's professional development programme, focused on coaching and evidence-based strategies, has driven continuous improvement in teaching and learning.
- Premier League Inspires Winners: Students won the regional Premier League Inspires Challenge for their project on community wellbeing, showcasing their leadership and teamwork.
- Independent Learning: Pupils logged thousands of hours on independent study platforms like Sparx Maths and GCSEPod, demonstrating a strong culture of academic responsibility.

*"Our son really struggled with the transition from primary school to secondary school, but, with the help and care from staff and teachers at Great Wyrley, he has now settled in well and turned himself around, achieving his best work. The support has been amazing, and he knows that he can ask for help when and if he needs it. He has now joined two after school clubs, football and choir, and made so many new friends. School is now a positive place rather than somewhere he doesn't want to be."*

**- Great Wyrley Academy parent**



*"I absolutely love my school because it feels like a second family to me. The staff are always so supportive, and I know I can rely on them whenever I need help. It's a place where I can easily make friends and build strong, lasting connections. I really enjoy coming to school every day because I've had so many amazing opportunities. Whether it's being involved in school productions, representing the academy at different events, or participating in extracurricular activities, each experience has not only been fun but also helped me discover new passions and talents. My school is truly a place that encourages growth and connection, and I'm grateful to be a part of it."*

**- Great Wyrley Academy student**

# Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



**Dawn Haywood**  
Chief Executive Officer



**15**  
SCHOOLS



**10000**  
CHILDREN



**1200**  
STAFF

# Job Description

|                        |                        |
|------------------------|------------------------|
| <b>Salary</b>          | L25 - L31              |
| <b>Reporting to</b>    | Director of Education  |
| <b>Responsible for</b> | Senior Leadership Team |
| <b>Location</b>        | Great Wyrley           |

## Job Purpose

The Headteacher will lead the school inspiring staff to achieve the highest possible standards in teaching and endeavour to unlock students' academic and personal potential. Be responsible and accountable for the successful development and sustainability of Great Wyrley Academy, supporting it to grow as part of Windsor Academy Trust (WAT).

This appointment is in accordance with Articles of Government, Conditions of Employment of Headteachers and Teachers Pay and Conditions document, and the policies and procedures of Windsor Academy Trust.

The Headteacher will:

- Work with the WAT executive team to collaborate and build effective partnerships across the WAT family.
- Work with the executive and school leadership team to help develop a strategic view for Great Wyrley Academy as part of the Walsall and South Staffordshire Learning Community.
- Analyse and plan for future needs and further development for Great Wyrley Academy within the local and national context.
- Lead by example, provide inspiration, motivation and embody for the students, staff, the Local Community Committee and parents, the vision, purpose and leadership of Great Wyrley Academy.

## Strategic Direction and Development of the School

Working with the Director of Education, Education Directorate and school leadership team to:

- Create an ethos and provide an educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development, and prepare them for the opportunities, responsibility and experience of adult life.
- Promote and safeguard the safety and welfare of students.
- Create a clear strategic vision and plan for development of Great Wyrley Academy.
- Create robust Self Evaluation (SEF)
- Create and implement School Improvement Plans (SIP), underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement against national norms and expectations.
- Ensure that all those involved in Great Wyrley Academy are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure educational success.
- Ensure that the management, finance organisation and administration of the academy, support the vision and aims.
- Ensure policies and practice take account of national, local and school, data and inspection and research and review findings.
- Monitor, evaluate and review the effects of policies and targets of the academy in practice, and take action if necessary.
- Attend Local Community Committee meetings.

## Teaching and Learning

Working with the Director of Education, Education Directorate and Leadership team to:

- Secure and sustain effective teaching and learning; monitor and evaluate the quality of teaching and standards of students' achievements; use national benchmarks and set aspirational targets for improvement (individual and school level).
- Maintain effective assessment, recording and reporting systems for all students, ensure these are used to challenge under performance and drive improvement.
- Create and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet their professional standards.
- Determine, organise and implement the SMSC/PSHCE/SRE curriculum and its assessment; monitor and evaluate it in order to identify and act on areas for improvement.
- Develop the ASPIRE curriculum within school and the wider community, including WAT Pledge. Ensure a broad and balanced curriculum. Make use of WAT resources to develop and lead teaching and learning (including the Lead Practitioner team).
- Develop teaching and learning through a range of strategies including coaching and sharing best practice and CPD, to raise student achievement and increase engagement.
- Ensure that appropriate pastoral support is put in place and monitored to improve student progress.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those with special educational needs/ those in receipt of Pupil Premium, to inform future developments and lead to success for students.
- Lead in the implementation of policies and practice which promote equality of opportunity and tackle prejudice.
- Develop effective links with the community, including business and industry, to extend the curriculum, enhance teaching and learning and develop community cohesion.
- Create and maintain and build effective partnership with parents and the wider community to support and improve students' achievement and personal development.

## Leading and Managing Staff

Working with the Director of Education to lead, motivate, support, challenge and develop staff. Maintain their trust and commitment, to secure continued improvement.

- Maximise the contribution of staff to improving the quality of education provided and standards achieved, and ensure that constructive working relationships are formed between staff and students.
- Plan, delegate, support, motivate and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation and accountability.
- Implement and sustain effective systems for the appraisal of all staff.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Lead professional development of staff through example, support and co-ordinate the provision of high quality professional development within the area of responsibility. Utilise WAT central team resources.
- Sustain your own motivation and that of other staff.
- Treat people fairly, equitably with dignity and respect and maintain a positive culture and ethos.
- Manage your own workload and that of others to allow for appropriate work / life balance.
- Regularly review own practise and performance, set personal targets and take responsibility for own development
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the leadership team.

## Efficient and Effective Deployment of Staff and Resources

Working with the Director of Education, to deploy people and resources efficiently and effectively to meet specific objectives, in line with the academy strategic plan and financial context.

- Recruit staff of the highest quality
- Deploy and develop all staff effectively in order to improve the quality of education provided.
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
- Manage and organise accommodation efficiently and effectively to ensure that it meets with needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficient and secure value for money.
- Manage and organise accommodation effectively to ensure it meets the needs of the curriculum, extended use, health and safety requirements and promotes a positive learning environment for all, and particularly during the rebuild process.

## Accountability

Working with the Director of Education to evaluate the efficiency and effectiveness of Great Wyrley Academy.

- Provide information, objective advice and support to the Director of Education, to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the performance of all aspects of students attainment and progress, in a form appropriate to a range of audiences, including the Local Community Committee, the local community, OFSTED, and others.
- Help ensure that parents, students and stakeholders are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school's priorities for improvement.

In addition to the job description the Headteacher is expected to fulfil the expectations of the person specification and to comply with National Standards of Excellence for Headteachers.

The Headteacher is expected to perform other reasonable tasks as laid down in the School Teacher Pay and Conditions document and as required from time to time at the discretion of the Director of Education and CEO.

**This job description may be amended at any time in consultation with the post holder.**

**Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred list check.**

# Person Specification

| Area  | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications</b>   |           |           |
| Qualified Teacher Status with degree level education or equivalent  | ✓         |           |
| Evidence of Continuing Professional Development relating to school leadership and management                                | ✓         |           |
| NPQH or further professional qualification  |           | ✓         |
| <b>Knowledge and experience</b>   |           |           |
| Successful and sustained leadership experience of working experience to at least Deputy or Head-of-School level             | ✓         |           |
| Evidence of impact on educational outcomes within a leadership role   | ✓         |           |
| Successful teaching experience within the secondary age range   | ✓         |           |
| Have high organisational skills appropriate to both the daily running and strategic development of the school               | ✓         |           |
| Experience of working across more than one school in a leadership capacity  |           | ✓         |
| <b>Strategic Leadership</b>   |           |           |
| Ability to provide clear educational vision and direction   | ✓         |           |
| Ability to develop, communicate and implement a coherent and robust vision for the school in consultation with stakeholders | ✓         |           |
| Evidence of developing effective strategies for school improvement  | ✓         |           |
| High level of involvement with school improvement planning  | ✓         |           |
| High level involvement in monitoring and evaluation procedures leading to clear impact                                      | ✓         |           |
| Ability to work in partnership with senior leaders and governors  | ✓         |           |
| Ability to set challenging targets for children and staff   | ✓         |           |
| Secure knowledge of the Ofsted Framework  | ✓         |           |
| Understand the principles of effective teaching and learning  | ✓         |           |
| Strategic leadership experience across KS3 and KS4  | ✓         |           |
| Use of assessment data management systems to improve standards  |           | ✓         |

| Area   | Essential | Desirable |
|--|-----------|-----------|
| <b>Governance, Accountability and Compliance</b>   |           |           |
| Ability to work with the Governing Body and an understanding of its statutory duties   | ✓         |           |
| Commitment to being transparent and accountable to parents, the Local Community Committee, external bodies and the local community | ✓         |           |
| Commitment and ability to work in partnership with parents/carers and the wider community  | ✓         |           |
| Experience of financial planning and budget management   |           | ✓         |
| <b>Leading Teaching and Learning</b>   |           |           |
| Successful experience of monitoring, evaluating and improving the quality of teaching and learning                                 | ✓         |           |
| Understanding the role and impact of assessment in children's learning   | ✓         |           |
| Secure knowledge of statutory requirements relating to curriculum and assessment   | ✓         |           |
| Experience of leading curriculum innovation  | ✓         |           |
| Successful experience of developing effective learning behaviours  | ✓         |           |
| <b>Leading and Managing Staff</b>  |           |           |
| Ability to lead, manage and motivate   | ✓         |           |
| Experience of working across the school community with governors   | ✓         |           |
| Ability to establish positive working relationships  | ✓         |           |
| Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams                                 | ✓         |           |
| Successful experience of identifying the need for, and leading, in-service training  | ✓         |           |
| Significant experience of taking a lead role in performance management of staff including leading lesson observations              | ✓         |           |
| Experience and skill when managing staff and holding people to account for performance   | ✓         |           |
| Experience of working with governors   |           | ✓         |

| Area  | Essential | Desirable |
|---|-----------|-----------|
| <b>Managing Resources</b>   |           |           |
| Successful experience of managing   | ✓         |           |
| Experience of recruiting, budgets and deploying staff   | ✓         |           |
| Ability to manage, monitor and review available resources, ensuring value for money                             | ✓         |           |
| Experience of recruiting and deploying staff  |           | ✓         |
| <b>Personal Qualities and Attributes</b>  |           |           |
| Strong commitment to raising standards  | ✓         |           |
| High expectations of self and others  | ✓         |           |
| Ability to establish and maintain positive relationships, including with parents                                | ✓         |           |
| Ability to remain positive and enthusiastic, including when under pressure                                      | ✓         |           |
| Good communication skills   | ✓         |           |
| Empathy with children   | ✓         |           |
| Ability to identify own training needs and willingness to participate in training and development opportunities | ✓         |           |
| Comply with Trust's commitment to the protection and safeguarding of children                                   | ✓         |           |



# Working for Windsor Academy Trust

**We believe it is important to be a great place to work. In addition to a competitive salary we offer:**

## **Pensions**

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

## **Pay progression & career pathways**

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

## **Continual Professional Learning (CPL)**

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

## **Employee Assistance Programme**

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

## **Free flu vaccinations and eye tests**

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

## **Cycle to work scheme**

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

## **Food and leisure discounts**

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

## **Reduced childcare costs**

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the [Policies and Procedures](#) section on the Windsor Academy Trust website for full details.

## **Local Credit Union**

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

## **Flexible Working**

Windsor Academy Trust supports and is open to flexible working.

# How to apply

**The closing date for completed applications is 5.00pm on Tuesday 24th March. Interviews will take place at Great Wyrley Academy on Friday 27th March.**

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

For more information about this position, to arrange a tour of the school or to have a confidential discussion, **please contact Natalie Bryan, Executive PA to the Director of Education, on 0121 602 7594 or [nbryan@windsoracademytrust.org.uk](mailto:nbryan@windsoracademytrust.org.uk)**

We look forward to hearing from you!

Windsor Academy Trust is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

# Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at [windsoracademytrust.org.uk/governance](https://windsoracademytrust.org.uk/governance).
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

## **What we will provide:**

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

## **References**

References will be requested with your consent, at the selection stage directly from the referee.

## **Interviews**

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## **Pre-employment checks**

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

## **Child Protection and Safeguarding Policy**

View our Child Protection and Safeguarding policy at [windsoracademytrust.org.uk/policies](https://windsoracademytrust.org.uk/policies)





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