



Normanton Common Primary Academy Headteacher Application Pack

Post title	Headteacher
Location	Normanton Common Primary Academy, Castleford Road, Normanton, WF6 1QU
Salary & Grade	L15 to 21 (£62,561 - £72,483)
Hours	Full Time Permanent

Due to our most recent substantive Headteacher taking up a post as a His Majesty's Inspector of Schools, Waterton Academy Trust, Normanton Common Primary Academy Governors, staff and children are seeking to appoint an ambitious and innovative Headteacher who will lead our successful school on its journey to excellence. We are in search of an enthusiastic and talented leader who will embrace our school ethos and have a sensitive and dedicated approach to an inclusive education for all.

Normanton Common Primary Academy joined Waterton Academy Trust, a collective of thirteen primary schools serving the Wakefield and Barnsley area, in March 2015. The trust's driving ambition is to secure the very best outcomes for all its children, and prepare them for future success. Normanton Common Primary Academy is proud to be part of this determined and collaborative group.

The successful candidate will be someone who understands the school's current strengths, who values distributed leadership, and has the skills and experience to deliver continued improvements.

We are looking for a leader with:

- Proven senior leadership experience
- Excellent knowledge of the primary curriculum
- Evidence of impactful leadership
- Vision and energy to inspire the whole school community
- Excellent communication and inter-personal skills
- Commitment to teamwork and developing colleagues
- The ability to adapt to an ever-changing educational landscape
- Flexibility to think creatively
- Experience of contributing to a wider system leadership model

In return, the successful candidate will be offered:

- Friendly, motivated children who are eager to learn
- A welcoming and positive school environment with supportive colleagues
- Opportunities for professional development within a forward-thinking multi-academy trust
- A fully supportive and active Academy Standards Committee
- Advice and support from the Trust's central team
- An excellent wellbeing package
- An excellent pension scheme

Dear Applicant



Thank you for your interest in the hugely important post of Headteacher at Normanton Common Primary Academy. We hope that this pack provides you with sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

Our Trust came in to being on the 1st September 2014. Our thirteen primary, infant and junior schools are currently situated within the Wakefield and Barnsley areas and consist of well over three and a half thousand pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

As a headteacher we will entrust you with the welfare and education of our children and staff. Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family. As a key leader in the development of our provision, you will also have the opportunity to work alongside partners from across the trust and the wider system leaders' network.



Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,

Dave Dickinson OBE

Chief Executive Officer

Dear Applicant



On behalf of the Academy Standards Committee of Normanton Common Primary Academy, thank you for your interest in this post. I am delighted that you are considering applying to lead our wonderful school.

As our most recent Headteacher has transitioned to an alternative position, we are looking to employ a leader who can build on what has already been achieved; a consistently “Good” Ofsted rated school that is ambitious to push on to outstanding, with a strong ‘can do’ ethos.

Our new Headteacher should be a strong, ambitious, approachable, compassionate, and supportive leader who is passionate and knowledgeable about the pursuit of teaching and learning in schools, with a love of working with children.

The person specification provides a more comprehensive list of the qualities we are looking for, but in essence, we wish to appoint somebody with drive, experience, and confidence to take the school forward; someone who builds on what is currently excellent and ensures we continue to improve by embracing the opportunities and challenges which are offered. A leader who can effectively engage with the staff, the children, the parents, and the community.

I warmly encourage you to visit the school to see the pupils and staff at work. Our CEO will be very happy to show you around and answer any questions you may have. Please contact the trust to make these arrangements as per the application pack.



I look forward to hearing from you, receiving your application and hopefully meeting you in person at interview.

Yours faithfully

Dr Matt Elliott

Chair of Governors



About Our School

Our vision is a simple one – every child who attends our school can expect and will receive an excellent standard of education, one that enables them to shine as individuals, make a positive contribution and reach their full potential.

Normanton Common Primary Academy is wholly committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. All staff and governors are committed to working together to make our school a safe, happy, enriching and successful place of learning for all pupils. In line with this ethos we aim to enable our pupils to become:



- **Successful and resilient** learners who enjoy progressing and achieving
- **Confident individuals** who live safe, healthy and fulfilling lives, and who take responsibility for their own actions and make informed choices
- **Responsible citizens** who make a positive contribution to society

We expect the highest standards of behaviour and conduct from our pupils. Clear rules and guidelines, created in partnership with the pupils, ensure a calm and purposeful learning community is maintained. Our strong pastoral team offers support to children who may occasionally need help with their behaviour choices. As part of the school's working ethos, staff strive to instill good learning behaviour in order to foster independence and confidence.



Join a hardworking, friendly and dynamic team who work together to ensure the full potential of each child is achieved.



Why Choose Normanton Common?

We are a close community who care for each other and value everyone's contribution.

We have children who behave well and try their hardest at all times.

Our parents and carers are very supportive and contribute positively to school life.

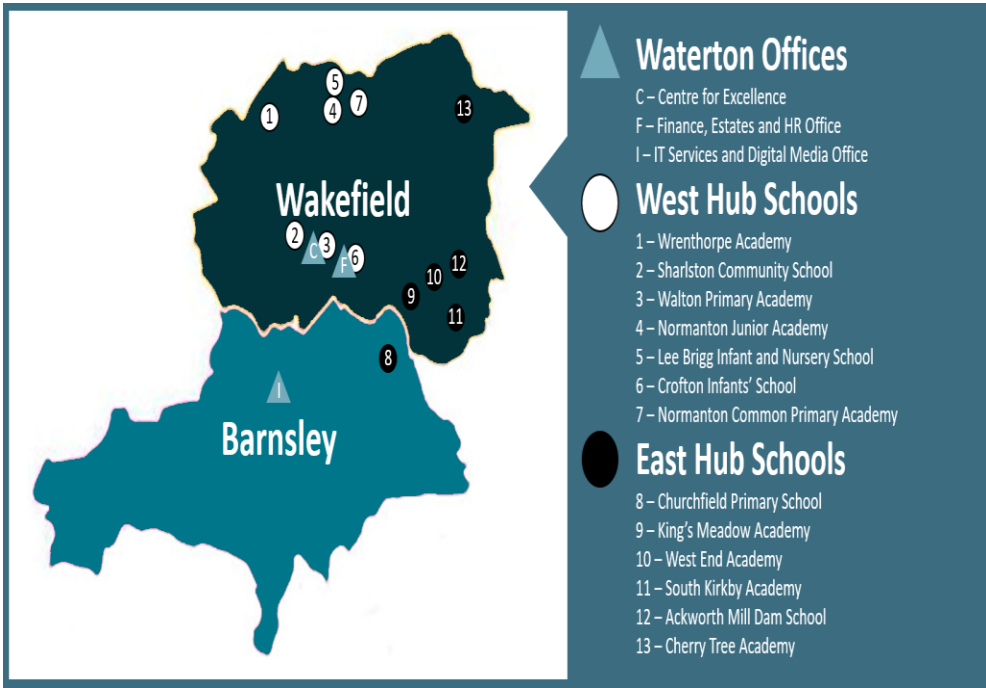
Our Governors are committed and support staff in achieving the very best outcomes.

We are able to call upon expertise from across the trust. Colleagues collaborate and share best practice through many network groups.



About the Trust

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about. We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and contributing to the wider system leaders' network. We encourage colleagues to take up opportunities and engage in projects outside of the trust.



Waterton Offices

C – Centre for Excellence
F – Finance, Estates and HR Office
I – IT Services and Digital Media Office

West Hub Schools

- 1 – Wrenthorpe Academy
- 2 – Sharlston Community School
- 3 – Walton Primary Academy
- 4 – Normanton Junior Academy
- 5 – Lee Brigg Infant and Nursery School
- 6 – Crofton Infants' School
- 7 – Normanton Common Primary Academy

East Hub Schools

- 8 – Churchfield Primary School
- 9 – King's Meadow Academy
- 10 – West End Academy
- 11 – South Kirkby Academy
- 12 – Ackworth Mill Dam School
- 13 – Cherry Tree Academy

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. The trust intends to continue to grow within these key partnership areas.

There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.

Governance

The trust model of Governance is based on two Geographical Hubs and is built to ensure scalability and clear lines of communication between all levels of Governance. The Members of Waterton Academy Trust commissioned a review of Governance by the NGA which took place during the academic year 17/18. This was a full 360-degree evaluation of our structures, systems and procedures. The review recommendations led to the restructure of Governance which has now been implemented.



Our Vision, Values and KPIs



- Assemble a collaborative of schools that strive to deliver excellence throughout
- Establish an environment where children enjoy and engage in a rich and relevant curriculum
- Cultivate a culture of high aspiration, regardless of social, economic or cultural background
- Create a community where everyone reaches their full potential and where success truly is a shared experience

- To be trustworthy
- To be tolerant
- To be supportive
- To be courageous



- To be respectful
- To be honest
- To be dedicated
- To be compassionate

- Governance is robust
- Finances are secure
- Reputation is strong
- Employer of choice



- Outcomes are excellent
- Academies are good or better
- Estate is fit for purpose
- Community contributor

Job Description

Title	Headteacher
Responsible for	Carrying out the professional responsibilities of a Headteacher and upholding the National Standards of Excellence for Headteachers. To provide professional leadership with integrity, energy and enthusiasm which will lead the school to outstanding status. Our ambition is that every child reaches their full potential; this will be achieved through the highest level of teaching and leadership.
Accountable to	Academy Standards Committee, Chief Executive Officer (CEO) & Board of Trustees

Purpose of the Post

Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of Headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.

Leading Teaching and Learning

Responsibility for maintaining and developing the quality of teaching and learning within a successful learning culture.

- The skills and vision to support continuous school development
- Demonstrate personal enthusiasm for and commitment to the learning process, including the principles and practice of effective teaching and learning
- The ability to access, analyse and interpret information
- Adopt a bold and challenging approach to local and national changes in education and develop relevant strategies for performance improvement

Developing Self and Working with Others

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

- Demonstrate good interpersonal skills
- Foster an open, fair, equitable culture and manage conflict
- Develop, empower and sustain individuals and teams within the school
- Collaborate and work with others within and beyond the school
- Give and receive effective feedback and act to improve personal performance
- Accept support from others including colleagues, governors and the Trust
- Show commitment to working as part of the Trust

Managing the Organisation

- Provide effective organisation and management of the school, including sound financial management and seek ways of improving organisational structures and functions based on rigorous self-evaluation
- Ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices

To build a successful organisation through effective collaboration with others

Establish and sustain appropriate structures and systems

- Manage the school efficiently and effectively on a day-to-day basis
- Delegate, management tasks and monitor their implementation
- The ability to prioritise, plan and organise themselves and others
- Make professional, managerial and organisational evidence-based decisions to make informed judgements
- Think creatively to anticipate and solve problem

Securing Accountability

The Headteacher is legally and contractually accountable to the Governing Body for the school, its environment and all its work. The Headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, the Trust and other relevant groups.

- Demonstrate political insight and anticipate trends
- Engage in the systematic and rigorous self-evaluation of the work of the school and work closely with the Governing Body to ensure that effective school self-evaluation informs school improvement priorities.
- Collect and use a rich set of data to understand the strengths and weaknesses of the school
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school

Strengthening Community

The Headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools and with parents, carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

- Recognise and take account of the richness and diversity of the school's communities
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities
- Listen to, reflect and act on community feedback
- Build and maintain effective relationships with parents/carers, partners and the community to enhance the education of all pupils.

Safeguarding and Promoting the Welfare of Children

- To have substantial knowledge and effective experience of addressing all safeguarding issues and ensure that safeguarding is embodied within the school culture.
- Have knowledge and understanding of statutory requirements to keep all our children and adults that are part of our community safe.
- Identify key features of staff recruitment and comply with safer recruitment procedures.
- Develop and introduce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.

Employment Duties: To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the Headteachers Standards 2020.

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I have worked for Waterton Academy Trust for nearly 8 years and during this time I've watched it grow into something unique and exciting, providing fantastic opportunities for both pupils and staff. I really feel we are the Waterton family and I have never before worked with a group of more passionate, hard-working and committed individuals. We pull together when things get tough and are always willing to go that extra mile.

Pam

Chief Finance Officer



Personal Specification

Title	Headteacher
Responsible for	Carrying out the professional responsibilities of a Headteacher and upholding the National Standards of Excellence for Headteachers.
Accountable to	Academy Standards Committee , Chief Executive Officer (CEO) & Board of Trustees

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Qualifications	Essential	Desirable	How Identified
Qualified Teacher Status	X		AF/CQ
Evidence of continuing and relevant professional development in school leadership and management	X		AF/CQ
National Professional Qualification for Headteachers (NPQH)		X	AF/CQ
Skills and experience			
Successful experience as a Senior Leader or Headteacher in a primary school	X		AF/I/R
A highly effective teacher with proven good/outstanding teaching over time in the primary classroom	X		AF/I/R
Have excellent organisational skills which maintain the day to day rhythm of the school whilst maintaining a focus on the long term vision	X		AF/I
Good understanding of national curriculum and its associated assessments	X		AF/I
Experience of leading change effectively	X		AF/I/R
Experience of teaching in more than one school and across the whole Primary range		X	AF/R
Strategic direction and development			
Ability to build, communicate and implement a coherent vision for the school in consultation with stakeholders	X		AF/I
Proven record of inspiring, challenging and motivating others to achieve agreed aims	X		AF/I/R
Ability to sustain excellence in everything we do with a clear sense of what strategies might be effective for pursuing that objective	X		AF/I
Governance, accountability and compliance			

A clear understanding of the range of mechanisms for working productively with the Governing Body with proven examples and an understanding of its statutory duties including challenge and support	X		AF/I
Proven record of being transparent, approachable and accountable to parents/carers, Governors, relevant external bodies and the local community	X		AF/I/R
Knowledge of legal requirements affecting schools	X		AF/I
Leading, Managing and developing people and the organisation			
Proven ability in leading and motivating teams	X		AF/I/R
Proven ability to lead and inspire staff, Governors, pupils and parents/carers	X		AF/I/R
Effective communication skills, with experience of handling a variety of audiences and media	X		AF/I/R
Proven experience of managing people, data & processes to contribute to school improvement	X		AF/I/R
Experience of staff performance reviews and acting effectively on any associated issues	X		AF/I/R
The ability to work in partnership with other schools and leaders in the Trust		X	AF/I/R
Demonstrate an understanding of school finances and how to successfully make effective use of available resources within a finite budget whilst taking account of competing and challenging budget demands		X	AF/I/R
Leading teaching and learning			
Experience of setting and achieving challenging goals and targets for staff and pupils	X		AF/I/R
Knowledge and understanding and proven experience of how to raise achievements across the school	X		AF/I/R
Proven experience of analysing pupil performance data to identify trends to inform school improvement decisions that improves teaching & learning outcomes	X		AF/I/R
Experience of developing a consistently high standard of teaching through rigorous assessment, monitoring, evaluation and support	X		AF/I/R
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils	X		AF/I/R

Ability to engage parents and carers to ensure they play their part in their child's learning (both in and out of school)	X		AF/I/R
Promoting the safety and wellbeing of pupils			
Absolute commitment to safeguarding	X		AF/I/R
Ability to ensure an ethos which promotes good behaviour and enables all pupils to aspire and achieve success	X		AF/I
Has undertaken the role of designated or deputy designated safeguarding lead		X	AF/R
Working with the wider community			
Commitment and ability to work in partnership with parents and the wider community	X		AF/I
Experience of working with external agencies to support and enhance the opportunities for pupils in the school	X		AF/I/R
Personal Qualities			
Open, honest, approachable and enthusiastic	X		I/P/R
Enjoys teaching and respects children	X		AF/I
Able to command the respect of all stakeholders	X		AF/I
Willing to accept support from others including colleagues, Governors, and outside agencies	X		AF/I/R
A strong intellect, able to exercise creativity and emotional intelligence in leadership	X		AF/I/R
Ability to communicate positively and appropriately with all stakeholders	X		AF/I
Adaptable to change, able to assess new ideas and embrace them if they improve children's learning	X		AF/I
A creative and imaginative problem solver	X		AF/I/R
Ability to exercise good judgement and take decisive action to deal with unforeseen circumstances	X		AF/I
Values and Commitment			
Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values	X		AF/I/R
An understanding of the Head teacher's position as role model	X		AF/I/R
A determination to achieve the highest personal and educational achievement for every child	X		AF/I/P



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Waterton Academy Trust's strength lies in its people. Everyone is very open and supportive; I can approach colleagues for advice and guidance when it is needed. The school improvement team are skilled and knowledgeable, and I have the opportunity to work alongside valued peers in other schools nearby. Because of this network of dedicated Waterton colleagues, I can focus on each child fulfilling their potential in school, which is the fundamental tenet of the Trust.

Clare
Headteacher





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I am both proud and privileged to be part of Waterton Academy Trust, which strives to provide an outstanding education for all its children. It is a place where individuals are nurtured, valued and encouraged to flourish and succeed. Commitment, passion and hard work are rewarded with opportunity for personal development; in my own case I have undertaken a journey from Class Teacher, to School Leadership, Trust Lead for our Initial Trainee Teachers and now embarking on a National Professional Qualification for Headship. The ethos of our Trust is 'success is a shared experience', I have wholeheartedly found this to be the case and I am honoured to be part of it

Sally

Deputy Headteacher, Class Teacher

Next Steps

Further Details

For further details about the role, to arrange an informal conversation with our CEO, or to discuss the possibility of a visit to the school, please contact Gemma Waring, on 01924 240767 or email gwarling@watertonacademytrust.org

To Apply

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. www.watertonacademytrust.org

Completed applications are to be returned to hr@watertonacademytrust.org by the closing date below.

Selection Timeline

Closing Date: Friday 14th April at midday

Shortlisting: Friday 14th April - PM

Interviews: Tuesday 18th and Wednesday 19th April (2-day process)



I love being part of an amazing, supportive team in a place where no two days are the same.

Joanne

Senior Administrator



Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.



WATERTON

ACADEMY TRUST®



Waterton Academy Trust
The Grove, Walton,
Wakefield,
WF2 6LD