



Headteacher Pack



Wilby Church of England Primary School

01379 384708

Brundish Road, Wilby, Eye Suffolk. IP21 5LR



Key Information

- The closing date for applications is 24th March 2025
- Interviews are scheduled for 2nd April 2025
- The Tilian Partnership 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

Details

Leadership Scale L6– L11 (£56316 - £63,815)

To start September 2025

The Governors of Wilby Church of England Primary School are seeking to appoint an inspirational Headteacher to work in our wonderful school in the beautiful Suffolk countryside.

We are committed to appointing an individual who has:

- Excellent leadership, management, communication, and personal skills.
- A drive and commitment to ensure the school continues to grow in numbers and in excellence
- An outstanding teacher and team leader with a commitment to equality.
- A thorough knowledge of teaching and learning and a good understanding of all aspects of the curriculum.
- Determination to ensure no learner is left behind so all learners reach their potential.
- Total commitment to the safeguarding of all children
- A passion for supporting the Christian ethos and values of our school, within which our children, staff and families flourish'

If you are an experienced senior leader with the aspiration to lead your own school we would be delighted to hear from you. We are looking for a strategic thinker with the skills, ability, and passion to support young people and colleagues to achieve and flourish. For full details of this position, together with the application process, please visit our website: www.tilian.org.uk

How to Apply

Candidates are asked to complete an application form which you will find on our website under Join Us, Vacancies.

Please also provide an accompanying letter addressed to Andrew Berry, CEO of the Tilian Partnership (no more than two sides of A4) outlining your suitability for the post. Please note that CVs will not be accepted.

Completed application should be emailed to Louise Bartrum, Trust Secretary at HR@tilian.org.uk by 3pm on the closing date.

Shortlisted candidates will receive an invitation to attend for interview which will outline the expectations and pre-interview detail.

We welcome visits from potential applicants. Should you wish to have a tour of our school, please contact enquiries@tilian.org.uk (or phone the school directly). Should you wish to discuss any matters please email enquiries@tilian.org.uk

We look forward to receiving your application



Dear Applicant,

It is my privilege to introduce you to our amazing school located in the beautiful village of Wilby, near Eye in Suffolk. We are a Church of England School with strong vision and values. We take pride in creating a supportive and inclusive environment to enable all children to achieve highly.

Our staff are a strong team who work well together to support and challenge our children to fulfil our Christian vision of '*I can do all things through Him who gives me strength*'.

We are seeking to appoint an inspirational and dynamic leader with vision, passion and drive, who is ambitious for our pupils, our staff and our school community and who can continue to lead us into the future.

We will be pleased to receive applications from candidates who are currently Deputies or Senior Leaders in education.

Please do take a look at our [website](#) to get a flavour of life at Wilby.

Sally Brightwell, Chair of Governors



Curriculum Intent

We encourage our pupils to build resilience and to become creative, critical thinkers with positive and bravely ambitious attitudes towards learning.

The teaching of skills and knowledge in all subjects is carefully organised and prior learning built upon, to ensure that pupil's understanding is relevant and long lasting. We utilise a mastery approach which provides for small steps in learning, ensuring that no child is left behind and all are able to flourish.

We teach our pupils to recognise and challenge inequality and promote an ethos where all feel valued, supported and able to realise their fullest potential, now and in the future

Our Christian Vision



'I can do all things through Him who gives me strength' (Philippians 4:13)

At Wilby CE Primary School we believe that we are all God's children, made in His image and therefore equally precious. Our Christian faith teaches us to strive so that we flourish in every aspect of our lives, believing in ourselves and knowing that we are given strength by our faith in God.

Our school vision is firmly rooted in a Christian narrative, which was developed in close consultation with children (present and alumni) parents, teachers and governors to ensure that it clearly reflects our unique setting and the core beliefs and aspirations of our whole community



What is SMSC at Wilby Primary School ?

SMSC is about developing the whole child through:

- ◆ Spiritual
- ◆ Moral
- ◆ Social and
- ◆ Cultural activities

in an environment which enables all children to grow and flourish, become confident individuals and appreciate their own worth and that of others.



The Spiritual development of our pupils is shown by their:

- ability to be reflective about their own beliefs, religious or otherwise, that inform their perspective on life and their interest in and respect for different people's faiths, feelings and values
- sense of enjoyment and fascination in learning about themselves, others and the world around them
- use of imagination and creativity in their learning
- willingness to reflect on their experiences.

The Moral development of our pupils is shown by their:

- ability to recognise the difference between right and wrong, readily apply this understanding in their own lives and, in so doing, respect the civil and criminal law of England
- understanding of the consequences of their behaviour and actions
- interest in investigating and offering reasoned views about moral and ethical issues, and being able to understand and appreciate the viewpoints of others on these issues.

The Social development of our pupils is shown by their:

- use of a range of social skills in different contexts, including working and socialising with pupils from different religious, ethnic and socio-economic backgrounds
- willingness to participate in a variety of communities and social settings, including by volunteering, cooperating well with others and being able to resolve conflicts effectively
- acceptance and engagement with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the pupils develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

The Cultural development of our pupils is shown by their:

- understanding and appreciation of the wide range of cultural influences that have shaped their own heritage and that of others
- understanding and appreciation of the range of different cultures within school and further afield as an essential element of their preparation for life in modern Britain
- knowledge of Britain's democratic parliamentary system and its central role in shaping our history and values, and in continuing to develop Britain
- willingness to participate in and respond positively to artistic, sporting and cultural opportunities
- interest in exploring, improving understanding of and showing respect for different faiths and cultural diversity, and the extent to which they understand, accept, respect and celebrate diversity, as shown by their tolerance and attitudes towards different religious, ethnic and socio-economic groups in the local, national and global communities.



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head@wilby.suffolk.sch.uk

Headteacher: Mrs R Wiseman, BA, PGCE, NPQH

Dear Candidate

Thank you for considering making an application to work at our lovely school.

We are a small, but highly achieving primary school with an increasing role which has been sustained over time. We strive to deliver an inclusive, exciting and broad based curriculum. This provides for a wide-range of challenging and stimulating learning experiences, both within and beyond the school day.

As a Church of England school we uphold Christian values and believe in promoting the rights of all. We place great emphasis on ensuring that all our pupils feel valued, nurtured and make the most progress possible. Our dedicated staff are hard-working and focussed, but we have fun in our work and look after each other.

Joining Tilian in 2023, and becoming part of their tight-knit network, has meant that support is never far away, whether that be from other like-minded schools or the Trust's central school Improvement services. Their dedicated School Improvement team, have a wealth of experience, and both myself and all staff members (including teachers and TAs) have benefited greatly from the high-quality training and support that is consistently available.

A common misconception about becoming a Multi-Academy Trust member is the fear that you will lose autonomy over your school. This is certainly not our experience of joining Tilian: Whilst the Trust offer operational guidance and advice, we still maintain the integrity and independence of our school-we feel that the unique identity of our school is highly valued and encouraged.

Please do come and visit our school- you will receive a warm welcome and be able to see for yourself why we love working here so much.

King regards,

Roisin Wiseman (Headteacher)



Job Description

Job Purpose

- ◆ To provide vision and inspiration for the school
- ◆ To provide leadership, organisation and management of the school
- ◆ To work with the governing body and staff to develop and implement the school's strategic plan
- ◆ To work with the governing body to manage the school within the available resources
- ◆ To ensure continual improvement and high quality, creative and fulfilling education across all age groups and abilities in order to maximise educational, social and emotional development for all
- ◆ To develop standards of teaching, learning and achievement both in accordance with statutory requirements and in keeping with the special ethos of this school
- ◆ To work collaboratively with MAT heads and to encourage collaboration at all levels within the Trust

Ethos

- ◆ Undertake overall responsibility as the designated senior member of staff 'in charge'
- ◆ Actively participate in formulating the aims, objectives of the school and take a leading role in developing and implementing the policies through which they are to be achieved
- ◆ Lead and manage teaching and support staff and resources;
- ◆ Carry out the professional duties of a teacher as required
- ◆ Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Leadership, management and accountability

- ◆ To lead and manage teaching and support staff
- ◆ To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice
- ◆ To enable all children to maximise achievement and minimise all forms of educational disadvantage
- ◆ To manage and monitor finance and resources effectively and efficiently in line with the strategic direction of the school
- ◆ To promote the development of teamwork, professional development and collective responsibility within the staff
- ◆ To liaise as necessary and appropriate with other recognised organisations or agencies in order to meet the needs of the school or those of any child, employee, parent/carer.
- ◆ To work collaboratively and strategically with the heads of the other schools within the co-operative trust to facilitate
 - ◆ collaborative working for teaching staff at all levels
 - ◆ appropriate and effective sharing of resources
 - ◆ future strategic development



Teaching and Learning

- ◆ Exemplify a consistently high standard of teaching and promote high expectations for all members of the school community. Lead by example to promote the active involvement of pupils and staff in their own learning.
- ◆ Develop and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- ◆ Implement agreed strategies for teaching and learning, ensuring that staff colleagues are fully informed, trained and supported
- ◆ Lead the processes involved in monitoring,
- ◆ evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality;
- ◆ Monitor learning in all curriculum areas and ensuring that recording of impact is consistently high across the school;
- ◆ Encourage the development of confident, independent and active learners across the school
- ◆ Monitor standards of teaching in the classroom and to appraise the quality of teaching throughout the school
- ◆ Ensure that all children receive a good quality education tailored to their individual needs and abilities
- ◆ Ensure that all aspects of school performance including pupil assessment are tracked, monitored and evaluated in a robust and rigorous manner and that this information is used to improve outcomes
- ◆ Work with staff and parents/carers to ensure that children have access to extracurricular opportunities and other educational and social experiences



Communication and Partnership

- ◆ Create and maintain an effective partnership with parents/carers to support and improve children's achievement and personal development
- ◆ Ensure that the school engages and communicates with the parents/carers in order to provide them with necessary information and to encourage their involvement in the life of the school
- ◆ Encourage and support the school's engagement with the wider community in order to promote a positive image of the school and to identify potential opportunities
- ◆ Organise and lead regular calendared staff meetings

Site & Premises management

- ◆ Oversee Caretaking, Cleaning and Catering services on the school site;
- ◆ Liaise with contractors regarding working arrangements / access to the school site for maintenance, repairs and other scheduled project work.
- ◆ Oversee site security arrangements and take action as necessary to ensure the safety and wellbeing of pupils, staff and visitors to the site.;
- ◆ Undertake the role of site Fire Officer

Safeguarding, equal opportunities and diversity

- ◆ Be responsible for promoting and safeguarding the welfare of the children through ensuring that the school's safeguarding policy and procedures are adhered to
- ◆ Act as Designated Safeguarding Lead
- ◆ Maintain an environment in which equal opportunities for all and the value of diversity are understood, visible and part of the everyday life of the school
- ◆ Encourage personal and social responsibility
- ◆ Identify and monitor the progress of vulnerable individuals or groups and to implement such interventions as may be effective to support them including the use of Pupil Premium and SEND funding
- ◆ Promoting and safeguarding the welfare of all children in the school, or with whom he/she comes into con-tact, in accordance with the Trust's and the school's safeguarding policies.
- ◆ The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)

General

- ◆ Participate in training and other learning activities and performance development as required.
- ◆ Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- ◆ Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- ◆ Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
- ◆ Undertake any other reasonable tasks and responsibilities as requested by the Principal and Governors which fall within the scope of the post.
- ◆ It is the responsibility of all staff to be proactive in communication: communicating issues to their line manager; ensuring that staff e-mails are checked regularly and ensuring calendars are checked regularly for up-dates.



	Essential	Desirable
Training and Qualifications	<ul style="list-style-type: none"> ◆ Degree or equivalent with Qualified Teaching Status 	<ul style="list-style-type: none"> ◆ Relevant further professional qualifications and training
Experience	<ul style="list-style-type: none"> ◆ Proven track record of effective leadership ◆ Proven track record of good teaching which has led to high standards of pupils' learning ◆ Successful experience of working with parents/carers ◆ Commitment to safeguarding issues and understanding of promoting the welfare of children ◆ Experience of leading a team and effective delegation 	<ul style="list-style-type: none"> ◆ Experience of working across Key Stages ◆ Experience of reporting to governors ◆ Experience of leadership at school level ◆ Experience of small school leadership
Knowledge and Understanding	<ul style="list-style-type: none"> ◆ Good knowledge and understanding of expectations for age range across the school ◆ Understanding of the opportunities and challenges for staff when using published schemes ◆ Understand how to implement inclusive practices which demonstrate you can cater for all educational needs ◆ Good understanding of effective assessment procedures, recording and reporting ◆ Knowledge of statutory policies and procedures including safeguarding and child protection ◆ Knowledge and experience of IT for teaching and management purposes ◆ Good understanding on the way in which children develop and learn ◆ Knowledge and understanding of how to promote wellbeing of staff ◆ Knowledge and understanding of the wider curriculum including framework for independence ◆ Knowledge of how data and target setting can raise standards 	<ul style="list-style-type: none"> ◆ Up to date knowledge of current issues relating to education ◆ Designated Safeguarding Lead training
Skills	<ul style="list-style-type: none"> ◆ Ability to skilfully and effectively deploy staff for the benefit of the school and for their professional development ◆ Ability to evaluate the effectiveness of teaching and learning ◆ Good behaviour management strategies ◆ Good interpersonal and organisational skills ◆ Creative and imaginative thinking in order to identify opportunities and anticipate problems ◆ Good communication to a range of audiences ◆ Excellent time management, with the ability to meet deadlines. 	<ul style="list-style-type: none"> ◆ Proven skills in effective school leadership e.g. leading a school through a good Ofsted

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> ◆ Personal and professional commitment to the ethos and aims of the school ◆ Support and promote the vision of the school as a Church of England primary school ◆ Positivity and resilience ◆ Commitment to raising achievement, attainment and aspirations ◆ Determination to ensure the success of all ◆ Able to use initiative and solve problems ◆ Able to reflect on own practice and identify areas of development ◆ Calmness under pressure ◆ Flexibility, energy and enthusiasm 	<ul style="list-style-type: none"> ◆ Highly effective communication skills with staff, parents and pupils including evidence of dealing with “difficult conversations” effectively





Statement on Child Protection and Safeguarding

The Tilian Partnership is committed to safeguarding and promoting the welfare of our pupils. We expect all staff and volunteers to share this commitment. In our schools we create a culture of safeguarding which is the responsibility of all staff.

When applying for a post at one of our schools you will be subject to a safer recruitment process as follows:

- 1.If you are shortlisted, you will be required to complete a self-disclosure, which you will need to bring with you to the interview (in an envelope marked confidential).
- 2.During the interview process, the interview panel will explore your skills, experience and attitudes and the questions asked will include questions about safeguarding of children
- 3.If you accept a post at one of our schools you will be required to complete an enhanced DBS.

enquiries@tilian.org.uk

Message from our Chief Executive

The Tilian Partnership is a high performing primary MAT based in Suffolk. We are centred around the three key themes of Autonomy, Integrity and Partnership.

Because of this, our schools remain in control of their curriculum, finances and other major decisions when taken for the best interests of their pupils. We involve our Heads in MAT decisions so we provide the services that schools truly need. We believe that all schools are entitled to high quality School Improvement. We therefore have a dedicated team to support school improvement and utilise expertise from our schools and external practitioners to help Heads develop their schools.

We understand that Headteachers are vital to the success of a school and we also know the pressures on them. We have therefore prioritised Headteacher well-being through support services such as confidential, half-termly, coaching sessions with an independent and trained coach as well as the creation of a new role focused on ongoing support for heads (once again completely confidential). We are also fully supportive during inspections, before, during and after to give heads and staff additional support, guidance and back-up.

Andrew Berry, CEO of the Tilian Partnership

