



WICKERSLEY  
PARTNERSHIP  
TRUST

## **JOB VACANCY**

Rawmarsh Sandhill Primary School  
**Headteacher**



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Dear Applicant

Thank you for your interest in this role within the Wickersley Partnership Trust. This opportunity comes at a hugely exciting time for our family of schools.

Wickersley Partnership Trust was founded in 2014. It exists to further the interests of the young people that it serves. We believe that education empowers and enriches. Our vision is to send all children into the world able and qualified to take their full part in it.

We are committed to ensuring that all students have the best educational experience possible. We are committed to raising achievement through high standards and expectations and we are committed to providing active, co-operative and independent learning through dynamic and high quality teaching. The climate for learning within Wickersley Partnership Trust is characterised by embedded inclusivity and high expectations from the whole Trust community for the Trust learning community. We are one school on several different sites and we would never do less for other people's children than we would do for our own.

At Wickersley Partnership Trust, we aim to create an atmosphere where each child is valued as an individual, enabling them to develop a positive self-image, self-discipline and respect for others. Students in our care are happy, enthusiastic, resilient and purposeful learners. We want all the students within Wickersley Partnership Trust to grow into confident, caring and well-educated adults and this will require students, parents and teachers to work together in true partnership.

We place a strong emphasis on our core values. We celebrate our rich diversity and work in partnership with parents, children and the wider community. We aim to provide an innovative, creative and integrated curriculum which inspires and motivates children to learn and which takes account different learning styles and the communities we serve.

At Wickersley Partnership Trust, we believe that we are well placed to support and make a significant contribution to the development and effectiveness of a school-led system. All staff are supported thoroughly in their professional development through the dissemination of best practice and collaboration, and through reflecting and debating on their practice.

Sustainable school improvement is our core business and schools joining the Trust do so with the aim of improving each other so that each of them can become outstanding. School to school support is at the heart of Wickersley Partnership Trust and we see a synergy in working in partnership with other schools and other school leaders.

Thank you for your interest in joining Rawmarsh Sandhill Primary School. I looking forward to receiving your application and meeting you in person.

Helen O'Brien

CEO Wickersley Partnership Trust



WICKERSLEY  
PARTNERSHIP  
TRUST

# JOB VACANCY

## HEADTEACHER - RAWMARSH SANDHILL PRIMARY SCHOOL

**LOCATION:** Rawmarsh Sandhill Primary School

**REQUIRED:** September 2021

**CONTRACT:** Permanent

**NUMBER ON ROLL:** 233

**SALARY:** Group 2 L12 - L18 (£55,338 - £64,143)



Wickersley Partnership Trust, in association with the Governing Body of Rawmarsh Sandhill Primary School is seeking an outstanding and inspirational Headteacher with the passion, vision and resilience to lead the team at Rawmarsh Sandhill Primary School. You will have high expectations and the knowledge, experience and interpersonal skills to lead sustained improvement throughout the school, whilst being committed to providing a creative, stimulating and inclusive learning environment.

The school was moved from 'inadequate' to 'requires improvement' in its most recent Ofsted inspection. The role is an exciting opportunity for a new leader to continue to build on this improvement alongside a team committed to ensuring our children are placed at the centre of all decisions made, and that they receive the best quality education possible.

Our ideal candidate will have:

- Significant leadership experience and a proven track record of continuous whole school improvement
- Impressive levels of commitment, drive and resilience
- Clear focused vision to take our school forward to secure the best outcomes for the pupils
- Excellent understanding of effective strategies for raising attainment and achieving excellence
- Strong leadership, management and organisational skills and excellent inter-personal skills
- Innovative ideas to promote the school, engaging with parents, carers and the wider community

In return we can offer:

- Supportive, well informed Governors who are dedicated to a vision of educational excellence, with commitment to your continuing professional and personal development
- Opportunities to work collaboratively with our Trust partner schools
- A committed, dedicated and friendly team of staff with high expectations of themselves
- Children who love learning
- The support of Wickersley Partnership Trust

We believe this is a very exciting opportunity for a talented, driven individual to help progress their career.



Visits to the school are strongly encouraged and warmly welcomed. Please contact Jen Jarvis at [hr@wickersleypt.org](mailto:hr@wickersleypt.org) to arrange a visit.

**CLOSING DATE:** Monday 15<sup>th</sup> March 2021 (noon)

**INTERVIEW DATE:** Monday 22<sup>nd</sup> & Tuesday 23<sup>rd</sup> March 2021

Application forms and further details are available from <https://wickersleypt.org/about-us/vacancies>.

**Completed applications should be returned to [hr@wickersleypt.org](mailto:hr@wickersleypt.org).**

Rawmarsh Sandhill Primary School and Wickersley Partnership Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please visit the school website to view our safeguarding policy.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records at an enhanced level. Further information about the Disclosure Scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#dbs-checks>.



# APPLICATION & SELECTION PROCESS

## Headteacher, Rawmarsh Sandhill Primary School

**REQUIRED:** September 2021

**CONTRACT:** Permanent

**NUMBER ON ROLL:** 233

**SALARY:** Group 2 L12 - L18 (£55,338 - £64,143)

Your application form should be completed with reference to the job and person profile description, but we do ask that you limit your further information to two A4 pages.

In addition, the Governing Board would like you to submit your answer to the following question, not exceeding one A4 page:

### ***How would you lead the school out of COVID measures?***

The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.

## Key Dates

**Closing date for application:** Monday 15<sup>th</sup> March 2021 (noon)

Any application received after this date will not be accepted.

**Shortlisting of applicants:** Wednesday 17<sup>th</sup> March 2021

Candidates chosen for the shortlist will be notified as soon as possible afterwards. Unsuccessful applicants will also be notified.

Visits to the school are strongly encouraged and warmly welcomed. Please contact Jen Jarvis at [hr@wickersleypt.org](mailto:hr@wickersleypt.org) to arrange a visit.

**Assessment and Interviews:** Monday 22<sup>nd</sup> & Tuesday 23<sup>rd</sup> March 2021

Successful candidates on day one will be invited to participate in day two.

**Full Governing Board decision:** Tuesday 23<sup>rd</sup> March 2021

**Applications:** Please return your completed application form, marked for the attention of: Jen Jarvis, HR Assistant by emailing: [hr@wickersleypt.org](mailto:hr@wickersleypt.org)





# JOB & PERSON PROFILE

## HEADTEACHER - RAWMARSH SANDHILL PRIMARY SCHOOL

**SALARY:** Group 2 L12 - L18 (£55,338 - £64,143)

**RESPONSIBLE TO:** Local Governing Body

**STATUS:** Permanent

**HOURS OF WORK:** Full Time



### KEY DUTIES / AREAS OF RESPONSIBILITIES

#### Main Purpose of the Post:

The Headteacher is responsible for the internal organisation, management and control of the school, in accordance with current statutory requirements and instruments of government of the school. The Headteacher shall provide professional leadership for the school which secures its success, ensuring high quality education for all its pupils and continued improvements to enhance the overall efficiency and effectiveness of the school.

#### Main Duties and Responsibilities:

The post holder will undertake the professional duties of the Headteacher, as set out in the current School Teacher's Pay and Conditions Document relating to the Conditions of Employment of Headteacher. These duties will be carried out in accordance with the National Standards for Head teachers as published by the DfE.

- To achieve any performance criteria, objectives or targets agreed with or set by the School's Local Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff, and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- To manage the school budget ensuring resources are allocated to allow staff to discharge their responsibilities

#### Generic Duties:

Undertake any other duties and responsibilities commensurate with the post of Headteacher including;

- Responding to matters affected by changes in legislation
- Consulting as necessary with staff, parents, pupils, Local Governing Body and Trustees, local community and the Local Authority

## **Specific**

The School's Local Governing Body and Trustees wishes a particular emphasis to be placed upon the following:

### **PLANNING**

**Plans work, projects and programmes to ensure results are delivered on time and to quality standards.**

- Sets the direction for the Trust ethos and drives key intentions.
- Empowers individuals in decision making.
- Holds individuals and teams to account for the delivery of projects and programmes.
- Oversees planning and resourcing for multiple areas, ensuring efficient and effective deployment of resources.

### **COMMUNICATING AND ENGAGING**

**Communicates in a professional, clear, concise and appropriate way, actively listening to others and responds with respect.**

- Communicates a compelling vision by articulating complex concepts and rationales to all types of audience.
- Obtains, understands and responds to the views of all internal and external stakeholders; influences and challenges views appropriately.
- Develops and implements communication channels and activities to ensure effective horizontal and vertical communication.
- Engages with diverse audiences, influencing others to participate and contribute.
- Is a vocal advocate and promotes the reputations of WPT with authority and credibility to the external environment.

### **WORKING COLLABORATIVE**

**Collaborates with others and values their contribution.**

- Build a strong network of partnerships to help achieve Trust objectives, publicly celebrating effective collaboration.
- Identify and overcome barriers to collaboration with internal and external stakeholders.
- Values different skills, expertise and opinions and seeks to utilise them to deliver better outcomes.
- Identifies and creates opportunities for networking across the Trust.
- Creates a collaborative working culture which develops the strengths and skills of individuals and teams to achieve improved outcomes.

### **DELIVERING RESULTS**

**Achieves timely results through efficient use of resources and commitment to quality standards.**

- Establishes quality standards and provides assurance that they are met.
- Establishes systems to ensure all staff can identify the direct connection between Trust outcomes and individual work.
- Ensures wider organisational objectives are taken into account in setting targets and performance goals.
- Takes action to re-prioritise if performance standards drop.
- Influences others to take decisions and achieve results



## **MANAGING SELF AND LEADING OTHERS**

**Takes personal responsibility to manage work and performance and to lead, inspire and motivate others.**

- Acts as a professional role model for colleagues, sets high personal goals and takes pride in achievements.
- Motivates and influences others to deliver quality outcomes.
- Provides visible leadership and is accountable for the performance of multiple teams.
- Manages challenging, ambiguous and complex issues calmly and logically.
- Champions a culture of local and institutional learning that supports Trust objectives.

## **SEEING THE BIGGER PICTURE**

**Understands how individual work connects to that of others across the Trust and externally.**

- Acts as an ambassador for the Trust both internally and externally.
- Actively seeks to further the Trust strategy through research, teaching, academic or professional practice.
- Embeds environmental sustainability, equality, diversity and inclusion, representing professional services internally and externally.
- Shapes and influences understanding of wider issues, assessing the implications and taking action.
- Develops in depth insight into dynamics and issues surrounding the Trust and develops plans to respond to them.

## **MAKING DECISIONS BASED ON EVIDENCE BASED RESEARCH**

**Thinks, analyses and considers the broader context to develop practical solutions.**

- Re-prioritises work and redeploys resources to meet changing needs.
- Takes charge and sets direction when necessary to facilitate action or change.
- Analyses competing and conflicting information, making sound judgements on priority and direction.
- Makes and communicates the rationale for complex decision making affecting a range of stakeholders.
- Collates and brings together relevant management information from a variety of sources to inform strategic decisions.
- Contributes to the development of strategy and influences strategic priorities and outcomes.

## **WICKERSLEY PARTNERSHIP TRUST**

Wickersley Partnership Trust (WPT) exists to further the interests of the young people it serves. The primary objective of our partner schools is to deliver an education that empowers and enriches the lives of our children and young people. We never knowingly do less for other people's children than we would for our own.

## **SCHOOL TO SCHOOL SUPPORT**

School to school support is at the heart of Wickersley Partnership Trust and we see a synergy in working in partnership with other schools and other school leaders.

This is an outline job profile only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher. The aim of the job profile is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

## JOB SPECIFIC NOTES

A Disclosure and Barring Service Check at an Enhanced Level is required

<b>PERSON PROFILE</b> E=ESSENTIAL D=DESIRABLE A=APPLICATION I=INTERVIEW R=REFERENCE	Essential/ Desirable	Method of Assess- ment
<b>KNOWLEDGE, EXPERIENCE AND SKILLS</b>		
Substantial and successful recent experience as a senior leader/manager in a secondary school	E	A
Thorough knowledge of the National Curriculum and assessment	E	AIR
Experience and knowledge of how to secure improved standards with evidence of improved progress and outcomes for students with a record of raising standards in teaching and learning	E	AI
Knowledge and experience of leading a school through a successful Ofsted inspection	E	AIR
Proven leadership capacity to support a high level of staff morale and ability to motivate others	E	AIR
An inspirational leader, effective manager and strategist, passionate about people and leadership development, effective curriculum and outcomes and the wellness of both staff and students	E	AIR
A record of successful working relationships with students, staff, parents/carers, governors, the Local Authority and the wider community and a strong and embedded ethos of collaboration between schools within the Trust	E	AI
Anticipating and solving problems and identifying opportunities	E	I
Excellent interpersonal, written and oral communication skills	E	A
Setting high expectations and achieving challenging goals and opportunities	E	AI
Capacity to use ICT to increase the effective management of the school	E	AI
Prioritising work and meeting deadlines	E	AI
Able to analyse and use data to establish benchmarks and set challenging targets for improvement	E	AI
Experience of motivating and inspiring pupils to succeed	E	AIR
Commitment to ensuring inclusion, addressing diversity and access and developing students by providing rich opportunities for learning both within and outside the classroom	E	AI
Successful involvement in performance management, self-evaluation processes and data analysis as an aid in personal and institutional improvement, development and change	E	AI
Commitment to and capacity to influence continuous school improvement and to providing high quality professional development opportunities to all employees	E	AIR
Proven leadership of delegating tasks and responsibilities and monitoring and evaluating outcomes and impact	E	AIR
Successful track record of financial management and a clear understanding and experience in people management	D	AIR
Experience of effective leadership of multiple schools	D	AIR

<b>PERSON PROFILE</b> E=ESSENTIAL D=DESIRABLE A=APPLICATION I=INTERVIEW R=REFERENCE		Essential/ Desirable	Method of Assess- ment
<b>SAFEGUARDING</b>			
Secure knowledge of legislation and guidance related to safeguarding children		E	AIR
Demonstrate a commitment to safeguarding and the welfare of children and young people		E	AIR
Emotional resilience in working with challenging situations		E	AIR
Appropriate use of authority and discipline		E	AIR
<b>QUALIFICATIONS</b>			
Qualified Teacher Status		E	A
Degree or other professional qualification		E	A
NPQH qualification (if first appointment to headship) or that you are working towards this or another relevant post graduate qualification		D	A
Evidence of commitment to continuous professional development in preparation for leadership, current education initiatives and learning approaches		E	A
<b>PERSONAL QUALITIES</b>			
The ability to form effective working relationships quickly		E	I
An effective decision maker and the ability to take calculated risks		E	IR
Able to communicate effectively to a range of audiences		E	I
Has personal impact and presence		E	I
Shows resilience in leading staff through challenging and changing environments		E	R
Shows respect for others and gains credibility with a wide range of staff that you will lead as Headteacher of the school		E	IR
<b>PERSONAL/PHYSICAL REQUIREMENTS</b>			
No serious health problem which is likely to impact upon job performance (that is one that cannot be accommodated by reasonable adjustments).		E	A
Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability).		E	R

**NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)**

*The job description forms part of the contract of the person appointed to this post. It reflects the position at the present time only and may be reviewed in consultation with the employee in the future to meet the changing needs of the school. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions and National Standards of Excellence for Headteachers.*

*Rawmarsh Sandhill Primary School is committed to protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.*