



# Sharlston Community School Headteacher Application Pack

<b>Post title</b>	Headteacher
<b>Location</b>	Sharlston Community School Hammer Lane Wakefield WF4 1DH
<b>Salary &amp; Grade</b>	Leadership 15-21 £66,628 - £77,195
<b>Hours</b>	Full time Permanent

After thirty years of service to the school, seven as Headteacher, our current Headteacher is retiring. As such, Waterton Academy Trust and the Governors of Sharlston Community School are seeking to appoint an ambitious and innovative Headteacher who will lead our successful school on its journey to excellence from September 2024. 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.

Sharlston Community School joined Waterton Academy Trust, a collective of thirteen primary schools, two specialist provisions and four pre-schools serving the Wakefield and Barnsley areas, in 2016. The trust's driving ambition is to secure the very best outcomes for all its children and prepare them for future success. Sharlston Community School 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
- Evidenced impactful leadership
- Vision and energy to inspire the whole school community
- Excellent communication and interpersonal 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
- A robust and accountable nature
- Obvious trustworthiness
- A consultative and collaborative style
- Presence and gravitas

#### **In return we can offer:**

- Mentorship and support from an experienced Executive Leadership Team, and the opportunity to work with an active and engaged Governing Body (Academy Standards Committee).
- The opportunity to work alongside a professional, hardworking and motivated team of teachers and support staff committed to developing and raising standards.

- Access to professional development and support from a wide network of colleagues within Waterton Academy Trust, including a team of skilled school improvement professionals. This would include a tailored CPD package designed to support you in your role and in your future career aspirations.
- A firm commitment to your continuing professional development, including opportunities to collaborate and contribute within the trust and the broader education system.
- A positive school community with a strong focus on staff and pupil wellbeing.
- Motivated and engaged pupils who are keen to learn.
- A comprehensive health and wellbeing package, prioritising your physical and mental health through SAS.
- An attractive pension scheme, ensuring your future financial security.
- Access to cycle to work scheme, promoting a healthy and eco-friendly commute.

## Next Steps

### Further Details

An opportunity for prospective candidates to meet the CEO and visit the school has been arranged for Thursday 8<sup>th</sup> February 2024. For further details about the role, or to arrange a visit, please contact Gemma McGoldrick, on 01924 240767 or email [admin@watertonacademytrust.org](mailto:admin@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](http://www.watertonacademytrust.org)

**Completed applications are to be returned to [hr@watertonacademytrust.org](mailto:hr@watertonacademytrust.org) by the closing date below.**

### Selection Timeline

**Closing Date:** Monday 19<sup>th</sup> February 2024 @ 9.00am

**Shortlisting:** Monday 19<sup>th</sup> February 2024 - PM

**Interviews:** Wednesday 21<sup>st</sup> February 2024 (visits to current school), Thursday 22<sup>nd</sup> February 2024 (supporting tasks), Friday 23<sup>rd</sup> February 2024 (interview)

# Dear Applicant

**Thank you for your interest in the post of Headteacher at Sharlston Community School. We hope that this pack provides you 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 infant, primary, specialist and pre-school sites are currently situated within the Wakefield and Barnsley areas and consist of well over 3500 pupils. To find out more about the work of the trust view [our most recent stakeholder report here](#).

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.

This is also an extremely exciting time for the school. After a successful application to the DfE's Rebuilding Schools Programme, the school has been placed in Phase 1 and planning and design work for the new setting will begin during the next year. The new Headteacher will have an opportunity to play a major part in this and thus shape the school for the future in more ways than one.

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,

A handwritten signature in black ink, appearing to read 'Dave Dickinson', followed by a long horizontal line.

Dave Dickinson OBE  
Chief Executive Officer

# Dear Applicant



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

At what is an exciting time for our school, we are looking to employ a leader who can, in more ways than one, build on what has already been achieved. We are a consistently “Good” Ofsted rated school that is ambitious to continue to improve, with a strong ‘can do’ ethos.

Our acceptance on to Phase 1 of the School Rebuilding Programme is a great opportunity for our new Headteacher to shape a new school building; one that provides our children with the learning environment that they truly deserve.

Our new Headteacher will need drive, presence, and ambition to shape the future of the school; someone who has the experience, and confidence to enhance further what is currently excellent and ensure we continue to improve by embracing the opportunities and challenges which are offered. A leader who is approachable and supportive, who can effectively engage with the staff, the children, the parents, and the whole community.

I warmly encourage you to visit the school to see the pupils and staff at work. The CEO of our trust 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

*Emma King*

Chair of Academy Standards Committee



# About Our School



With a slightly above average proportion of SEND children, we pride ourselves on being an inclusive school and promote equality of opportunity. All pupils, whatever their needs, are fully involved in the life of the school.

A strong partnership exists within the local community. Visitors say Sharlston has a welcoming atmosphere and parents speak positively about school, telling us that staff are approachable and willing to listen.

The wellbeing of all our staff and pupils is important to us. Staff say they feel well supported and that they have opportunities to develop and improve the quality of teaching and learning.

At Sharlston we strive to be the best we can possibly be, and have high expectations of all our staff, and for all our children.



Sharlston Community School is based in Sharlston village, a small, ex-mining community, near the city of Wakefield. The school serves a mixed catchment area and is an average sized primary school which, although not quite full in every year group, has a growing number on roll. The proportion of children known to be eligible for support through pupil premium is above average, and rising each year.

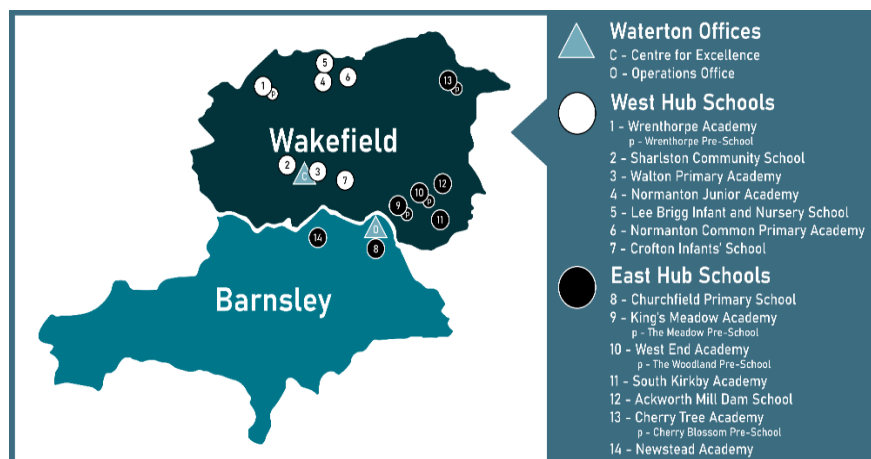
Our last Ofsted inspection judged the school to have maintained a 'Good' rating, and we are keen to build on our strengths and embed excellence throughout.

Our children are courteous, well behaved and happy learners (Ofsted 2019: "The strengths in pupils' behaviour have been maintained. Pupils move around school in an orderly fashion and demonstrate good manners. In lessons, pupils participate attentively in learning and cooperate well with their peers. Attitudes to learning are good and pupils are keen to work hard and to challenge themselves to do even better").



## About the Trust

Investing in people and in partnerships is key to ensuring excellence and is something that we are extremely passionate about at Waterton. 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.



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.

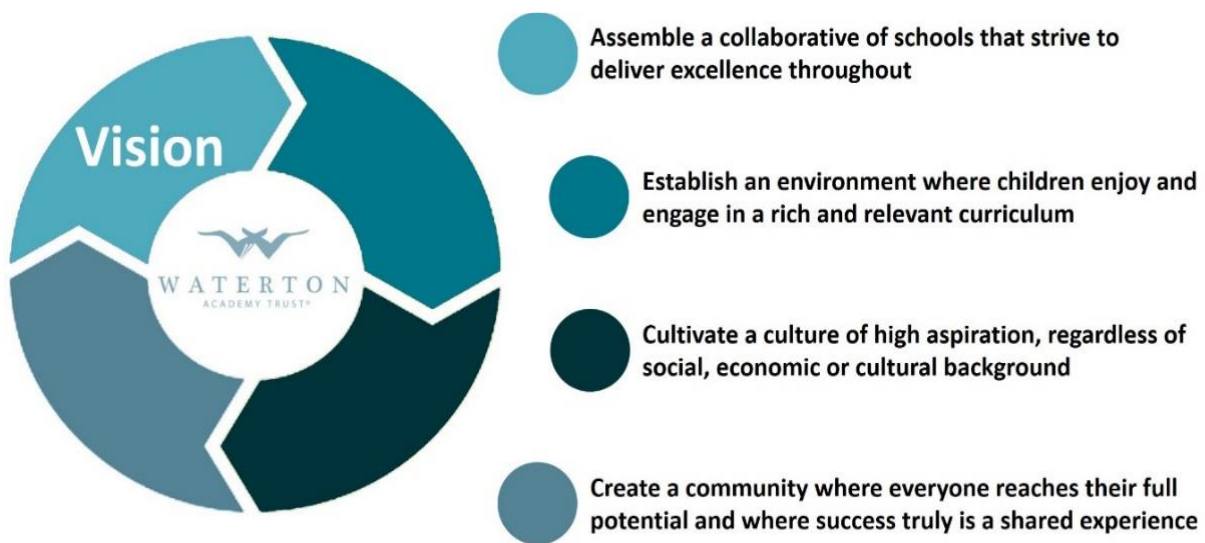
There are currently thirteen academies, two specialist provisions and four pre-schools in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow 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 CST which took place during the academic year 22/23. The findings of the review were extremely positive and reaffirmed our belief that the trust has a robust and fit for purpose governance model.



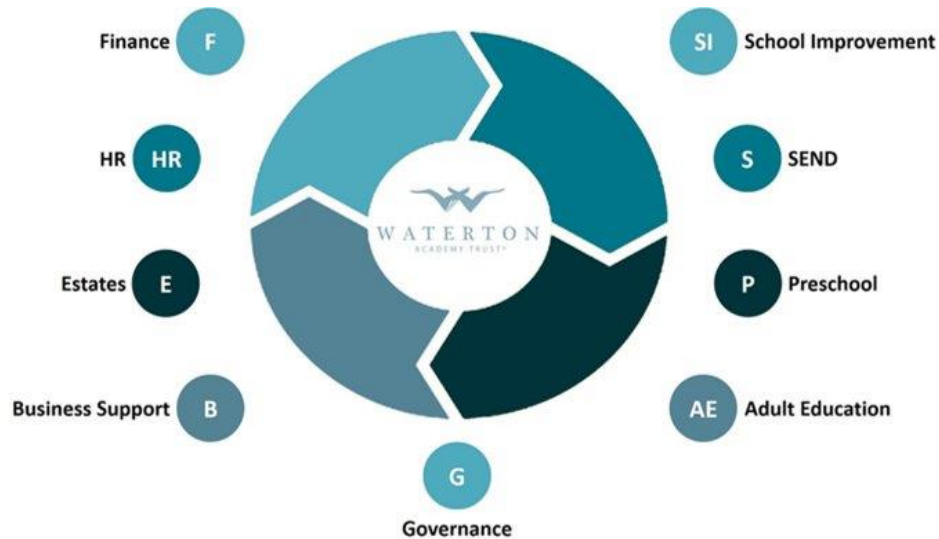
# Our Vision, Values and KPIs





## Core Offer

As a Headteacher within the trust, you will have access to a wide range of support and resources. The Core Offer has been established to afford our educators the time and resource to concentrate on developing a quality education offer with each of our academies. The offer is universally available to all schools and is accessed on a need basis.



## Centre for Excellence

At the heart of all that we do is the desire to improve the quality of the education offer across the trust. Our Centre for Excellence is the epicentre of this work. Collaboration plays a key part in everything that we do, and this fully equipped training and networking resources affords our staff the opportunities to come together and share best practice, new thinking and innovative ways of working.

## Wellbeing & Support

As a key leader in the trust, you will be part of a close knit Headteachers Group and buddied up with a trust Headteacher. All Headteachers have access to ongoing leadership support and to an extensive wellbeing package.

Headteachers come together as a group at least once every half term, sharing information, best practice and experiences. All leaders within the trust are encouraged to undertake CPD and grow alongside the organisation.



# Job Description

<b>Title</b>	Headteacher
<b>Responsible for</b>	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.
<b>Accountable to</b>	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 problems

## **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 Academy Standards Committee 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.

# Personal Specification



<b>Title</b>	Headteacher
<b>Responsible for</b>	Carrying out the professional responsibilities of a Headteacher and upholding the National Standards of Excellence for Headteachers.
<b>Accountable to</b>	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
<b>Skills and experience</b>			
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
<b>Strategic direction and development</b>			
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 Headteacher'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



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**