



# Candidate Information Pack

## Headteacher



L.E.A.D. Academy Trust



Waddington All Saints Academy  
A L.E.A.D. Academy



# CANDIDATE INFORMATION PACK

## Headteacher

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## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**

**Chief Executive Officer**





L.E.A.D. Academy Trust  
comprises of:

**23**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## Our Academies

### Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

*"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."*

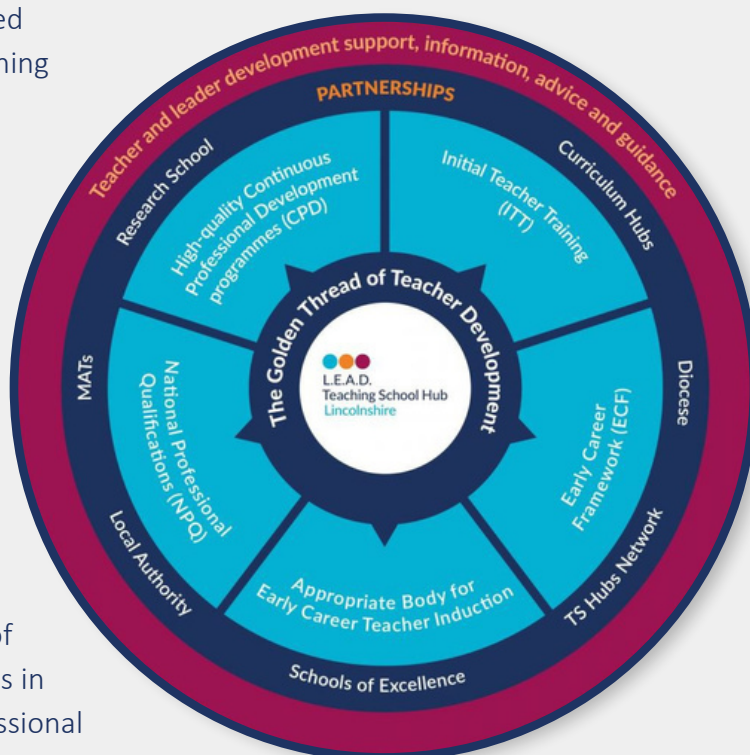
Witham St Hughs  
Academy  
Ofsted Report, 2012

## L.E.A.D. Teaching School Hub

**'Working together to lead the highest outcomes for all.'**

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.





## A message from the Headteacher

I am extremely proud to have been the Headteacher of Waddington All Saints Academy over the past eighteen years. It has proven to be a fantastic opportunity and a privilege to work with such enthusiastic, respectful children, supportive families, and a committed, talented and highly effective staff team.

Over the years, we have managed to sustain high standards and irresistible learning opportunities for our pupils. We have been driven to achieve a big school with a small school feel, to mitigate the educational disruption for our service pupils and to enable pupils and staff alike to 'Fly High' and achieve what they did not believe was possible. The concept of 'flying high' has underpinned our ambition for our community and is a theme that links very well with our Kestrel logo and RAF connections.



Paul Martin, Headteacher

## Our community

The academy serves a wonderful community made up of a busy village on a main route into Lincoln and a significantly important RAF base. The school was formed as a primary school in 1987, amalgamating St Clements Junior School, on the site of the present school, and St Michael's County Infant School. To overcome disagreement at the time about which name should be given to the new school, it was renamed 'All Saints'.

The behaviour and attitude of the children of All Saints is excellent. It is an inclusive and welcoming place to be, making it easy for new pupils and staff to feel welcome and settle quickly.

## Outstanding learning

There has always been a relentless drive to secure a high quality learning experience for all pupils and we remain well-resourced to enable this to happen. Our last OFSTED inspection (2014) resulted in an "Outstanding" grading in recognition of the rich and successful learning that our pupils experience.

There have been many changes since that time, but the drive to remain as close as possible to the criteria for outstanding has been sustained. This is because we want every child that attends our academy to have the best possible educational start.

The school therefore needs to appoint a Headteacher with the strategic vision, ability and drive to continue to evolve and develop this academy to remain successful in the face of the changes and challenges within education and society.





## Developing staff, developing leaders

Learning and success is at the heart of our culture, so we invest in the development of our staff as learners and developing leaders. There is a rich programme of CPD which include leadership opportunities, NPQs, in house training, National College courses and working with the L.E.A.D. Teaching School Hub.

As a Headteacher, within the Trust, you also have access to high quality professional development and a wealth of support from the Trust Director of Schools for Lincoln and amongst the Lincoln Hub headteachers.

The academy is fortunate to have a strong and supportive governing body, who share our commitment to further strengthen teaching and learning and ensure that all children reach their full potential.

Applications are invited from those with appropriate leadership experience and we would encourage you to visit the school to meet our children and staff.

## Our vision

At Waddington All Saints Academy our aim is to provide a learning environment and experience that enables children to thrive and develop as learners and leaders.

We want to inspire and motivate all children to have a wonderful desire to learn and grow as individuals and as a collective. To empower and support them to become life-long learners who are prepared to take risks, learn with growing independence and develop skills that enable them to fly high academically, socially, emotionally and physically.



We want our pupils to thrive as a result of our ambition for them to succeed beyond their own expectations and through the identification and removal of their barriers to learning and achievement.

Through the delivery of irresistible learning opportunities and rich experience, we strive to give children the ability and confidence to work and speak as experts; progressively building transferable knowledge and understanding that is memorable, broad and empowering.

This, alongside the relentless drive for high quality outcomes and progress, underpinned by excellence and pride, exemplifies our ambition for our pupils.



## Good citizens and role models

Through the delivery of irresistible learning opportunities and rich experience, we strive to give children the ability and confidence to work and speak as experts; progressively building transferable knowledge and understanding that is memorable, broad and empowering. This, alongside the relentless drive for high quality outcomes and progress, underpinned by excellence and pride, exemplifies our ambition for our pupils.

We expect pupils to behave as responsible good citizens and role models, supporting them to understand the choices and behaviours that will enable them to make positive decisions. We do this within a culture of mutual respect for all within our community, encouraging kindness, tolerance and care for others.

We measure our success in our ability to support pupils to have the skills, knowledge, personal qualities and drive to be successful within the next stages of their life and beyond and to make a positive contribution to life in modern Britain.

## Our academy

Waddington All Saints is a friendly, caring school with high expectations and ambition for all our pupils. The children are encouraged to explore, discover and question through a range of exciting learning opportunities, both within and outside the classroom. Waddington is a school where children speak with confidence and enthusiasm about their learning and work hard to improve and make progress.

The excellent start begins in Foundation Stage and the broad and stimulating learning experience is sustained year on year. The curriculum is delivered to a high standard and children are given the skills and knowledge that they need to be successful. The standard of teaching and learning is extremely high and the behaviour of pupils is exemplary.







## Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

### Ofsted feedback

*"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."*

**Radford Academy Ofsted Report, Jan 2023**


*"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."*

**Bishop Alexander Academy, March 2023**

*"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."*

**Forest Lodge Academy, June 2022**





***“The behaviour of pupils is outstanding. Pupils follow school routines to the letter. As a result, behaviour in the school grounds, in corridors and in the dining hall is usually impeccable.”***

*Ofsted report, 2014*



## How to Apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: [HR@leadacademytrust.co.uk](mailto:HR@leadacademytrust.co.uk)

**Closing date**  
**Monday 8th April 2024**

**Interview dates**  
**Wednesday 17th April at Waddington All Saints Academy**  
**Thursday 18th April 2024 at L.E.A.D. Academy Trust, Nottingham**

## Candidate visiting dates

To arrange a visit to Waddington All-Saints Academy call 01522 820099. Please choose from the following dates:

- Wednesday 13th March at 2pm
- Wednesday 20th March at 4pm
- Thursday 14th March at 4pm
- Tuesday 26th March at 9.30am

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, or to book a visit and meet the children and staff, please email [Helentunney@leadacademytrust.co.uk](mailto:Helentunney@leadacademytrust.co.uk) or call 07458 024599.

For more information please visit our website: [www.all-saints.lincs.sch.uk](http://www.all-saints.lincs.sch.uk)







## Job Description

### Key responsibilities and accountabilities

## Headteacher

Salary: L18 - L24 Group 3

**Responsible to:** Director of Schools

## Job purpose

This vacancy has arisen due to the retirement of the current Headteacher.

As Headteacher, you will be required to:

- Provide inspirational, creative and professional leadership and management for the academy.
- Ensure the pupils/students are at the heart of every decision and action within the academy.
- Establish high quality, effective systems and policies in all areas of the academy's work.
- Establish high quality education and outcomes through effective leadership of teaching and learning.
- Establish a culture that promotes excellence, equality and high expectations of all pupils.
- Ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- Establish and develop genuine partnerships to support the work of the academy and Trust.
- Ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- Ensure there is an ethos of safeguarding and that all safeguarding and child protection policies are adhered to by a staff team that is confident to keep pupils safe.

## Duties and responsibilities

### Strategic direction and development of the school

- Provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement an Academy Improvement Plan which will secure continuous improvement and support the principles of L.E.A.D Academy Trust.
- To keep up to date with current research into education, particularly teaching and learning and to contribute this academy improvement planning.
- To monitor and evaluate the performance of the academy and respond and report to the governing body and the Trust as required.
- To ensure that management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To ensure that policies and practices take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.

### Strategic direction and development of the school

- To regularly monitor, evaluate and review the impact of policies, priorities and targets and take rapid action to improve if necessary.
- To inspire all those involved in the academy to commit to its aims, to stay motivated to achieve them and to be involved in meeting long, medium, and short-term objectives to secure the educational success of the academy.
- Develop an outward facing academy to collaborate with other academies in the Trust, parents, the wider community and partners to champion best practice and enhance the education and safeguarding of pupils/students.

### Teaching and learning

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Determine and implement policies which ensure inclusion, diversity and equality of access for all pupils.

### Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting in line with the academy's improvement plan.
- Promote and monitor the continuing professional development of all staff to support career progression and the school's succession planning.
- Hold staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of teachers.
- Ensure that a Deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent.

### Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit, retain, deploy and develop staff of the highest quality.
- Make arrangements for the security and effective supervision of the academy buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control in line with the Trust's agreed financial arrangements.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, health and safety regulations and community use.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Promote harmonious working relationship among the staff team. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

### Accountability

- Continue to develop an academy in which all the staff recognise that they are accountable for the success of the academy. Ensuring the celebration of success as well as addressing areas of weakness.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the Trust, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

### Influencing and managing relationships

- Senior leadership team within the academy
- Central trust senior leadership team
- Director of Schools
- All teaching and support staff
- Parents and carers
- Other third-party organisations as required





### **Other academy specific responsibilities**

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipated changes in the job, commensurate with the grade and job title. This includes changes to National Teacher Standards and requirements of the professional role.

At L.E.A.D. Academy Trust we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



## Person Specification

The role specification listed below outlines the competencies, knowledge, and behaviour of candidates who'd be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

Section	Item Description	E	D
<b>Qualifications and Attainments</b>	Qualified Teacher Status	E	
	Experience of senior school leadership within the primary phase	E	
	Has undertaken recent and relevant further professional development	E	
	Higher qualification in education and/or NPQH		D
<b>Skills and Knowledge</b>	Ability to formulate a clear strategic vision for school improvement and translate this into strategic objective, longer term plans and specific outcomes	E	
	Knowledge of systems for school self-evaluation, effective monitoring and inspection	E	
	Sound knowledge and understanding of wider educational agenda including national policies and educational issues as well as statutory and legal framework governing the operation of an academy	E	
	Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures		D
	Able to monitor performance to ensure high standards and the development of professional practice among school staff	E	
	Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential	E	
	Knowledge of statutory requirements for SEND provision	E	

**Continued...**

Section	Item Description	E	D
<b>Skills and Knowledge (cont.)</b>	Knowledge of current legal requirements, including health and safety, national policies and guidance on the safeguarding and promotion of the wellbeing of children	E	
	Understand the role of the school in the community and actively seek to develop a greater collaboration with members of the community.	E	
	Effectively communicate orally and in writing to a range of audiences including parents, governors and outside agencies	E	
<b>Experience</b>	Substantial experience with a record of excellent teaching	E	
	Significant experience of School Leadership	E	
	Proven track record of raising educational standards	E	
	Leadership experience at more than one school		D
	Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress	E	
	Successful experience of positive behaviour management and development of a pupil focused inclusive and effective learning environment	E	
	Experience of successfully leading change and inspiring other	E	
	Track record of working in collaboration with other schools to realise improvement and raise standards		D
	Experience of developing and maintaining effective relationships with the local and the wider community, including parents to enhance learning and educational achievements	E	



**Continued...**

Section	Item Description	E	D
<b>Personal Attributes</b>	Approachable, enthusiastic and creative	E	
	Leads by example, demonstrating integrity, resilience and clarity	E	
	Passionate about education	E	
	Ability to work under pressure, think creatively and to anticipate and solve problems	E	
	Commitment to the encouragement, empowerment and training of all staff	E	
	Deal sensitively with people and resolve conflicts	E	
	Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas	E	
<b>Additional Requirements</b>	This role is subject to an enhanced DBS	E	
	May be required to travel to other Trust locations or third party services as part of the role	E	
	Hold a driving licence and have access to own vehicle		D



# L.E.A.D. Academy Trust

**Lead • Empower • Achieve • Drive**

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