



# WAYCROFT

MULTI ACADEMY TRUST

*Living and Learning Together*



# WAYCROFT ACADEMY



## APPLICATION PACK

## HEADTEACHER

Selden Road, Stockwood, Bristol, BS14 8PS

[www.waycroftacademy.com](http://www.waycroftacademy.com)

### Mission statement

To enable our pupils to be Independent, confident members of the community who are equipped with skills to be lifelong learners to engage with their dreams and aspirations.

### MAT Aims:

1. **Our academies** will provide safe, nurturing learning environments that provide all children with opportunities to thrive and achieve their full potential.
2. **Our staff** will promote the Trust values, be energetic and passionate about what they do, feel valued for their work and having a wealth of opportunities to develop themselves, progress their careers and maintain a good work-life balance.
3. **Our MAT** will welcome schools to join us and work in collaboration through shared vision and values to benefit pupils, adults and the community.
4. **Our assets** will be managed effectively to enable all academies to thrive through collaboration and expertise.

### MAT Values

Month	I am ....	I show....	Value
September	Learning	Wisdom	CHALLENGE
October	Inclusive	Teamwork	EQUALITY
November	Flexible	Acceptance	DIVERSITY
December	listening	Collaboration	EMPATHY
January	Adventurous	Dedication	RESILIENCE
February	Unique	Curiosity	CREATIVITY
March	Mindful	Responsibility	FAIRNESS
April	Being my best	Encouragement	GROWTH
May	Making a difference	Courage	HONESTY
June	Happy	Passion	COMMITMENT
July	Thoughtful	Caring	COMPASSION
August	Kind	Respect	COMMUNITY



**Post:** Headteacher – Waycroft Academy  
**Contract:** Full time and permanent  
**Salary:** Leadership Scale 15-21  
**Start Date:** April 2023 (or earlier if possible)

The Trustees of Waycroft Multi Academy Trust are looking for an inspirational and highly effective leader who has an exemplary track record in leading with integrity, creativity and resilience. We are seeking someone who supports and promotes the vision and ethos of our school, and has high expectations of pupil behaviour, pastoral care and the emotional well-being of every child.

Waycroft Academy is a two-form entry primary school with a nursery, situated in Stockwood, Bristol with 450 children on roll. The school is very well resourced and has extensive outside space.

**Our new Headteacher will:**

- Continue to make learning a happy experience for every child.
- Value every child and strive to ensure that both pupils and staff have high aspirations for achievement.
- Be a positive role model, with the ability to motivate children and staff alike, inspiring all to reach their full potential.
- Continue the well-established strong relationships with children, staff, parents, trustees and the local community.
- Demonstrate strong leadership and people management skills with the ability to further develop the leadership team.
- Demonstrate the drive, experience and creativity to build on our current high expectations of teaching, through continuous school improvement.

**We can offer you:**

- Committed and enthusiastic staff dedicated to bringing out the full potential of each child.
- Children who are happy, valued and well-motivated.
- An excellent working environment, with extensive school grounds.
- A supportive Local Academy Council.

We look forward to welcoming you to our school. To arrange an informal visit, please contact Jo Parmenter at [j.parmenter@waycroftacademy.com](mailto:j.parmenter@waycroftacademy.com). Visit our school website [www.waycroftacademy.com](http://www.waycroftacademy.com).

**Closing date:** Sunday 27<sup>th</sup> November 2022

**Interviews:** 7<sup>th</sup> & 8<sup>th</sup> December 2022

*Waycroft Multi Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Therefore, the successful candidate is subject to an enhanced Disclosure and Barring Service check. Other pre-employment checks are also required which include an identity check, fitness to work, prohibition check & overseas checks (where relevant), right to work in the UK, disqualification under the Childcare Act 2006 (where applicable), as well as verification of professional qualifications and references.*

## JOB DESCRIPTION HEADTEACHER

<b>Job Title</b>	<b>Headteacher – Waycroft Academy</b>
<b>Job Term</b>	<b>Permanent, Full Time</b>
<b>Location</b>	<b>BRISTOL - South</b>
<b>Reporting to</b>	<b>Executive Headteacher</b>
<b>Salary Range</b>	<b>Leadership 15-21</b>

**The schools within Waycroft MAT are Waycroft Academy, Wicklea Academy and Woodlands Academy.**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis, as part of the appraisal cycle and ongoing communications.

**Main purpose of the job:**

*The Headteacher is based at Waycroft Academy but works for Waycroft MAT.*

The Headteacher will, on a daily basis, be the public face of the school, managing its daily business and engaging in all activities and elements of school life.

The Headteacher will promote and support the vision and direction of Waycroft Academy by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Headteacher will (if required) be able to demonstrate outstanding teaching whilst leading and managing the school on a day-to-day basis, being the first point of contact for all stakeholders and external agencies in matters relating to the school.

The Headteacher will have regard and respect for Waycroft MAT aims and be an ambassador for the school and promote and raise the school's profile in the wider community.

The Executive Headteacher has overall and strategic responsibility for all Waycroft MAT schools and will support and advise the Headteacher in each school and is their line manager. As an employee within the Trust, subject to negotiation you may be required to work at any of the schools within the Trust.

## Waycroft MAT – Headteacher Overview

The Headteacher will continue to raise standards of achievement, be responsible for all day-to-day management of the children, staff, adult users, resources and buildings so as to promote and secure the achievement and wellbeing of all children and adults. The Headteacher will work with the Executive Headteacher, to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential through positive learning attitudes.

The Headteacher will be responsible on a day-to-day basis for any short term, internal organisation, management and control of the school. In carrying out their duties the Headteacher will consult and liaise with, and work in partnership with the Executive Headteacher. They will consult, as appropriate, with the Executive Headteacher, Trustees, LACs, the staff of the school, the pupils and the parents and carers of its pupils.

### Ethics & Professional Conduct

Waycroft MAT Headteachers:

- Are to uphold and demonstrate the Seven Principles of Public Life. (<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:
  - Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, headteachers:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leaders of their school community and profession, headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

## **Headteachers' Standards**

### **1. School Culture**

Waycroft MAT Headteachers:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

### **2. Teaching**

Waycroft MAT Headteachers:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

### **3. Curriculum and assessment**

Waycroft MAT Headteachers:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

### **4. Behaviour**

Waycroft MAT Headteachers:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.

- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

## **5. Additional and special educational needs and disabilities**

Waycroft MAT Headteachers:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

## **6. Professional development**

Waycroft MAT Headteachers:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

## **7. Organisational management**

Waycroft MAT Headteachers:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Ensure staff are deployed and managed well with due attention paid to workload.

## **8. Continuous school improvement**

Waycroft MAT Headteachers:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.

- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

## **9. Working in partnership**

Waycroft MAT Headteachers:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## **10. Governance and accountability**

Waycroft MAT Headteachers:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.

## **Partnership**

Waycroft MAT Headteachers:

- Develop and encourage good relations between all South 3 and Peer 2 Peer.

## **General Accountabilities**

- To understand and apply Waycroft MAT policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant MAT meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety and safeguarding in the workplace
- Ensure that all duties and services provided are in accordance with the MAT's Equality and Diversity Policy
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment



**WAYCROFT**

MULTI ACADEMY TRUST

*Living and Learning Together*

## PERSON SPECIFICATION HEADTEACHER

	Essential	Desirable	MOA
<b>Knowledge/Qualifications</b>			
Graduate with Qualified Teacher Status	*		A/C
Achieve NPQH or other recognised leadership course		*	A/C
Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory requirements	*		A/I
Comprehensive knowledge of performance management requirements in an educational context	*		A/I
<b>Experience</b>			
Experience of senior management at assistant head level	*		A/I/R
An excellent classroom practitioner with the highest expectations for the welfare and progress of all students	*		A/I/R
Have a thorough understanding of curriculum development	*		A/I/R
Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for school improvement.	*		A/I/R
Ability to manage financial and human resources effectively and efficiently	*		A/I/R
Has experience of monitoring practice to ensure that devolved responsibilities are being carried out in order to improve the quality of teaching and learning across the school	*		A/I
Proven experience of developing excellent working relationships with all stakeholders	*		A/I/R
Experience of presenting a clear account of the school's performance to all members of the school community e.g. Governors, parents, staff and others to enable them to fulfil their responsibilities	*		I

	Essential	Desirable	MOA
Proven experience in the analysis of performance data for the purposes of target setting and evaluation	*		A/I/R
Experience of school improvement planning and curriculum leadership		*	A/I
Have experience of strategic planning	*		A/I/R
Have a proven commitment to excellent and respectful behaviour from the whole academy community	*		A/I/R
<b>Skills</b>			
Demonstrable ability to work effectively in a wide range of partnerships to achieve academy improvements	*		A/I/R
Proven ability to lead and manage significant whole academy initiatives	*		A/I/R
Excellent management, motivational and communication skills	*		A/I/R
Lead, manage and co-ordinate staff through an effective team-based approach	*		A/I
Ability to understand complex organisations and work with clearly defined line management and supervision structures	*		A/I/R
Ability to monitor and evaluate the work of others; to offer support and intervention where necessary	*		A/I/R
Ability to engage in a partnership with parents and carers, to enhance children's enjoyment, wellbeing, achievement and personal development	*		I
Understands school self-evaluation and its link with school improvement and OFSTED inspection processes	*		I
<b>Behaviour and other related characteristics</b>			
Commitment to raising standards and achieving the highest standards of achievement for young people	*		A/I
Ability to identify successes and failures, and positively embrace change to secure continuous school improvement	*		A/I
Ability to work on own initiative and be pro active	*		A/I/R

	Essential	Desirable	MOA
Ability to demonstrate evidence of own continuing professional development, including leadership development, and is committed to learning, listening and reflecting	*		A/I/R
Ability to create and promote a positive and inclusive school ethos	*		I
Prepared to provide challenge to established ways of working in order to move the school forward.	*		A/I
Understands the Headteacher's responsibilities for safeguarding and equalities and works in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
An understanding and commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies and the need to maintain a safe and healthy environment for all users of the school	*		A/I
A commitment to safeguarding and promoting the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

Key:	
MOA	Method of Assessment
A	Application
I	Interview and assessment
R	Reference
C	Certificate

**If you have any queries regarding this vacancy, please contact Jo Parmenter at [j.parmenter@waycroftacademy.com](mailto:j.parmenter@waycroftacademy.com)**