

**Headteacher**

**Westwood First School**

**Leadership Scale 15 - 21**

**Headteacher Pay Scale + Pension Scheme (TPS)**

For a confidential discussion about this post with the Headteacher, more information, or to arrange a visit, please contact the school on 01538 714990 or email Mrs Vicki Woollacott vwoollacott@ttlt.org.uk



**Welcome to The Talentum Learning Trust**

The Talentum Learning Trust is based in Leek in the Staffordshire Moorlands and was formed in April 2016 upon the conversion to academy status of three schools to form the Multi-Academy Trust: Churnet View Middle School; Leek High School; and Westwood College.

The Trust has continued to grow and the following First Schools in Leek converted to academies, joining the Trust in 2019: All Saints’ CE First School; Beresford Memorial CE First School; Blackshaw Moor CE First School; Leek First School; Rushton CE First School; and Westwood First School. Our schools are committed to ensuring ‘Excellence for All’ and to providing the best possible quality of education for the young people of our community. In September 1981, schools in Leek were re-organised into the current three-tier system and the Trust now offers education provision from Early Years to aged 19: First Schools (5-9 years); Middle Schools (9-13 years); Upper Schools (13-19 years).

Throughout its growth, the Trust has continued to focus on its main objective to provide the best education and opportunities for children in Leek and an aspiration to improve the quality of teaching and learning in all TTLT academies. We have created a Trust in which schools support each other to enable their children and staff to thrive through a creative approach to collaboration. There is a strong sense of ownership and belonging in TTLT; this ensures schools benefit from opportunities to collaborate and work together.

# Our family of schools

    

   

*Dear Applicant*

*Thank you for your expression of interest in the post of Headteacher at Westwood First School.*

*Our current Headteacher is moving on after twenty years at our School. We are seeking candidates who will enjoy the challenge of continuing Westwood’s successful journey. We have an experienced team of teachers who work in an open and collegiate style; a process that values and, in turn, develops the skills of each member. At this time of continual change in education, the successful candidate will demonstrate the interpersonal skills, enthusiasm, flexibility and an ability to rework their experiences to successfully lead our school and enhance the opportunities available for our children.*

*Westwood has an excellent reputation based on delivery of a high-quality stimulating curriculum with an emphasis on reading at its core. We have been shown to have maintained high standards despite the impact that the Covid-19 pandemic wrought on the education of our children. The school places a significant emphasis on the place of citizenship and provides ample opportunities for our children to take part in a range of enrichment activities. This is a happy school that enables children to thrive and achieve their best by focussing on the critical relationship between school, parents and children.*

*Your letter of application might include a brief outline of:*

* *Your personal philosophy of leadership in education*
* *Your previous range of experiences and responsibilities relevant to this post*
* *What you consider to be ‘quality work’ by staff and children*
* *Your personal and professional qualities, knowledge and skills*
* *Examples of your good practice and strengths*
* *Examples of how you could play a full role in the life of our school*

*We look forward to welcoming you to our school and working together to deliver the next chapter in our children's journey at Westwood First School.*

*Yours sincerely,*

*Neil Pickford*

*Chair of Governors*

**About Westwood First School**

We are a friendly, happy school, and our vision is to enable every child to be the best they can be.

We are a Rights Respecting School and our values - *kindness and respect, honesty and courage, curiosity and creativity* – are based on the principles of equality, dignity and respect. They underpin our teaching and learning and are at the core of everything we do.

We encourage all children to become confident, independent individuals who have a thirst for learning and achievement, compassion and understanding for others, and the courage to stand up for what is right. We ensure that children’s talents are nurtured and they are able to thrive so that they have the best chance to lead happy, healthy lives and to be responsible, active citizens.

We offer an exciting curriculum and a range of other opportunities through which our key values are developed. We want our children to play, have fun and enjoy learning. We aim to help them develop positive relationships with others, to be thoughtful, considerate and polite. We encourage them to be strong principled leaders and supportive team players, to embrace challenge and have ambitious aspirations for what they can achieve. We want them to be resilient and determined, and learn ways to cope when things are difficult. We will enable them to recognise when help is needed and encourage them to be able to ask for it so that they will be mentally and emotionally healthy and happy.

We aim to develop strong partnerships between home and school and with our local community so that children know that they are part of that community. We want them to learn about and appreciate their local environment, culture and heritage, to enjoy sports and the arts, and understand the importance of citizenship and British values. We also want to ensure that children have an understanding of the wider world, so that they respect and celebrate diversity. We want them to have an understanding of environmental issues, have the confidence to voice their opinions and know that they can help to change the world for the better.

Please see our website to find out more about us <http://wfs.ttlt.org.uk/>

# Westwood First School | FacebookHeadteacher

## **Westwood First School**

We are looking for a new headteacher for our happy and popular school. Our current Headteacher is moving on after twenty years at Westwood. We are seeking candidates who will enjoy the challenge of continuing Westwood First’s very successful journey with our experienced team of teachers.

Westwood First School is a 2-form entry first school located in Leek, in the beautiful Staffordshire Moorlands. We have 278 children on roll from 4-9 yrs. old.

We believe that strong relationships are at the heart of our success, this includes a close partnership with parents, which are essential so that children develop the habit of a love of learning and for life. As a child-centred school, our personal approach creates the climate for learning.

The school is part of The Talentum Learning Trust, a flourishing family of locality schools. As the new headteacher, you will enjoy strong support and care from an experienced and approachable local governing board as well as advice and help from an experienced central trust team. The role includes day to-day responsibility for the operation of the school, providing a great education for all and ensuring the wellbeing of our whole school community.

We are looking for a highly effective leader, who is used to working in a collegiate style with experienced staff and who values the skills of each member. A leader with a growth mindset, who inspires staff and children alike, utilising an adaptive style to best meet the needs of the whole school community. We are proud of our school and are looking for someone who will uphold our excellent reputation and nurture our existing strong positive relationships with children, staff, parents and families to improve outcomes for all.

As our new Headteacher, you will demonstrate your commitment to excellence inside and outside the classroom. You will also have a proven track record of high expectations and outstanding achievement along with a passion for all children and their education.

We offer an attractive salary and benefits package. The Talentum Learning Trust supports its family of schools with specialist central services, a range of professional development and career opportunities and a wide network of curriculum and other links.

Westwood First School is fully committed to safer recruitment practice. Pre-employment checks will always be undertaken and requested before the appointment is confirmed. All prospective employees are subjected to enhanced DBS disclosure. We are an equal opportunities employer.

**How to apply**

Job description and person specification can be found below.

Applications must be returned for the attention of: Mrs L Houldsworth, CEO via recruitment@ttlt.org.uk

All completed application forms and written statements need to be submitted by **5pm Thursday 9th February 2023**.

Shortlisted candidates will be contacted and invited to attend a 2-day interview - to be held on **14th February & 15th February 2023**. The interview process will involve a series of panel interviews, leadership tasks and presentations. There will also be an opportunity for shortlisted candidates to meet staff and children during the interview days.

We strongly encourage visits to the school. You can contact us to make an appointment by phoning the school on 01538 714990.

## Westwood First School | Facebook**Job Description and Person Specification**

### **JOB PURPOSE**

To provide exemplary leadership for a primary school in line with national Headteacher Standards. Responsible to the Chief Executive.

### **HEADTEACHER JOB DESCRIPTION**

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| **School culture** * Establish and sustain the school’s ethos and strategic direction, in partnership with those responsible for governance and through consultation with the school community.
* Ensure the school’s ethos and strategic direction is in line with the values and vision of the MAT.
* 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.
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| **Whole-school organisation, strategy and development** * Provide overall strategic leadership and, alongside others, lead, develop and support the strategic direction, vision, values and priorities of the school.
* Ensure the MAT’s strategic direction, vision and values are reflected in the school.
* Establish, oversee and evaluate systems, processes and policies that enable the school to operate effectively and efficiently.
* Produce and implement improvement plans and policies that benefit the development of the school and the MAT.
* 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.
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| **Teaching and learning*** 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.
* Lead and manage teaching and learning throughout the school, including ensuring that a teacher is assigned in the school timetable to every class or group of pupils.
* Teach, as required.
* Liaise with other leaders within the MAT to secure creative, responsive and effective approaches to teaching and learning.
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| **Curriculum and assessment*** 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.
* Ensure valid, reliable and proportionate approaches are used when assessing pupils’ knowledge and understanding of the curriculum.
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| **Health, safety and behaviour** * Promote the safety and wellbeing of pupils and staff.
* Ensure rigorous approaches to identifying, managing and mitigating risk.
* Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
* Ensure good order and discipline amongst pupils and staff.
* 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.
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| **SEND and additional needs*** Ensure the school holds ambitious expectations for all pupils with SEND and additional needs.
* Establish and sustain culture and practices that enable pupils with SEND and additional needs to access the curriculum and learn effectively.
* Ensure the school works effectively in partnership with parents and professionals to identify the additional needs and SEND of pupils, and ensure support and adaptation are provided where appropriate.
* Ensure the school fulfils its statutory duties with regards to the SEND code of practice.
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| **Management of staff and resources** * Lead, manage and develop staff members, including appraising and managing their performance.
* Develop clear arrangements for linking appraisal to pay progression and advise the governing board on pay recommendations for teachers.
* Organise and deploy resources within the school.
* Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
* Promote harmonious working relationships within the school.
* Maintain relationships with organisations representing staff members, e.g. unions.
* Ensure staff are deployed and managed well with due attention paid to workload.
* Ensure resources are managed in line with the MAT’s policies and procedures.
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| **Professional development** * Promote the participation of staff in relevant CPD.
* 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 ‘Standards 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.
* Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other staff members.
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
* Take responsibility for their own CPD, engaging critically with Education research.
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| **Communication and working with others** * Consult and communicate with the governing board, staff, pupils and parents.
* Collaborate and work with colleagues and other relevant professional within beyond the school including relevant external agencies and bodies.
* Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
* Commit to ensuring the school works 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.
* Build and maintain excellent relationships with other schools in the MAT, the LGB and the board of trustees.
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| **Governance and accountability*** 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.
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
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| **Ethics and professional conduct** * Uphold and demonstrate the Seven Principles of Public Life at all times – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Uphold public trust in school leadership and maintain high standards of ethics and behaviour.
* Build relationships rooted in mutual respect and observe proper boundaries appropriate to their position.
* Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity.
* 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 or pupils’ vulnerability or which might lead pupils to break the law.
* Serve in the best interests of the school’s pupils.
* Conduct themselves in a manner compatible with their influential position in society by acting ethically.
* Uphold their obligation to give account and accept responsibility.
* Know, understand and act in line with the relevant statutory frameworks which set out their professional duties and responsibilities.
* Make a positive contribution to the wider education system.
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**HEADTEACHER PERSON SPECIFICATION**

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| **Qualifications and training** |
| **Essential** | **Desirable** |
| * Qualified teacher status (QTS)
* A degree level qualification or equivalent
* Further relevant professional and/or academic study and evidence of CPD
 | * Knowledge of current issues in Education
* A relevant leadership qualification
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| **Skills and experience** |
| **Essential** |
| * At least three years of proven strong, successful leadership and management experience in a school.
* Evidence of demonstrating a strategic leadership style that is characterised by integrity, creativity, resilience and clarity.
* Experience of implementing, managing and evaluating change in a collaborative way.
* Experience of raising standards that have impacted positively on pupils and teaching and learning.
* Significant experience of evaluating and using data to plan and improve pupil outcomes.
* Experience of making effective use of funding and other resources.
* Strong financial planning and management skills.
* Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.
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| **Knowledge** |
| **Essential** |
| * An understanding of how to empower pupils and staff to excel.
* A clear understanding of what makes good and outstanding teaching through a deep understanding of how pupils learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school’s work.
* An understanding of how to create whole-community accountability systems and implement them with the support of the SLT to combine data from a range of sources to maximise the achievement of pupils.
* A clear understanding of and commitment to promoting safeguarding pupils.
* Knowledge and understanding of the statutory frameworks which set out their professional duties and responsibilities.
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| **Personal traits** |
| **The successful candidate will:** |
| * Demonstrate optimistic personal behaviour.
* Be able to build positive relationships rooted in mutual respect.
* Have a commitment to valuing, supporting and encouraging the professional development of all staff.
* Be able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.
* Be committed to building and maintaining effective and positive relationships with parents, governors, and the wider school community.
* Be able to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people’s lives.
* Be able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.
* Show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.
* Ensure that their personal beliefs are not expressed in ways which exploit their position, pupils’ vulnerability or might lead to pupils breaking the law.
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Own Notes: