



Appointment of Headteacher William Brookes School



Letter from the Chair of Trustees, Chair of Governors and CEO

Dear Colleague,

Thank you for your interest in the role of Headteacher.

William Brookes School is part of The 3-18 Education Trust and is situated in Much Wenlock, a small market town of charming character in south east Shropshire. The school buildings have a contemporary feel with state-of-the-art facilities, including a performing arts suite, a swimming pool and an astro-turf athletics track. We are the only Coubertin School in the UK and we are proud of our connection with the Olympic movement, which forms the basis of our ethos and values.

Our school works hard to ensure that all students achieve and leave with a good foundation on which to build the successful next stage of their lives, working closely with local colleges and post-16 provision to facilitate next steps.

The 3-18 Education Trust has a philosophy that ensures that each school within the Trust has its own Headteacher and Local Governing Body. Each school maintains its own ethos and independence whilst benefitting from support and additional capacity, where required, from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy.

This Applicant Information Pack contains a person specification and job description outlining the necessary experience and qualities that we are seeking. We recognise that headship is challenging, but leading a highly successful school is particularly so. The Governors are open to change and we recognise that the school must develop and grow. We are therefore looking for someone who has current experience of headship and can take the school forward.

We are seeking someone who can truly elevate our school, engaging both internal and external stakeholders to drive our collective ambition forward. This role requires a strong leader with a clear vision, someone who can harness the untapped potential within our school and guide us towards achieving our goals. The ability to inspire and lead with purpose is essential for the person who will take on this role.

Shropshire and its setting provide significant social, cultural and recreational opportunities. Shropshire is a beautiful county - rich in history, idyllic landscapes and with a range of urban and rural settings.

If you have the energy, enthusiasm and experience to lead our education community, we look forward to receiving your application. Should you wish to visit the school to help you with your decision or to find out more, please make contact with us (see page 13 for details).

Yours faithfully,



Gary Turner
Chair of Trustees



Steve Capps
Chair of Local Governing Body



David O'Toole
CEO

About our school



William Brookes School is a mixed comprehensive school with 900 students on roll. The school always has an exciting feel to it, with a vibrant calendar every term. We moved into our buildings in September 2010 and students, staff and the local community have embraced the fantastic ICT rich facilities we have at our disposal. Our school is very much focused on the people who work within the building, and we work hard on achieving our motto of 'be the best you can be through courtesy, enterprise and endeavour'.

Although situated in beautiful surroundings on the edge of the small rural town of Much Wenlock, we are far from being a sleepy rural school. We have eight partner primary schools, with whom we work very closely, but we draw from a much broader spectrum of some 25 or more primary schools, from areas including Telford, Bridgnorth and Shrewsbury, as well as the wider rural area of south east Shropshire.

We are a comprehensive school in every sense of the word. Our ability spread is wide and well balanced. The last few years have seen several of our students go on to Oxford and Cambridge, and we also support students with quite complex special educational needs too. The socio-economic background of our students is equally mixed, and we enjoy the same levels of support from parents from all sectors. Some children have moved to us from the independent sector, some students live in isolated communities and many live in our surrounding villages and towns. 25% of our students come from the immediate town of Much Wenlock and surrounding area; approximately 31% from Broseley, which lies to the south of Ironbridge; and 17% coming from the neighbouring areas of Telford & Wrekin.

We offer:

- A robust and supportive induction programme
- Insightful and progressive CPD opportunities
- Strong and encouraging middle and senior leadership
- Wide ranging and exciting extra-curricular activities that everyone can get involved with.

About our Trust



The 3-18 Education Trust is currently made up of nine schools, four primary, four secondary and one all-through 3-16, and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst collaborating and enjoying the benefit of the team.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



Our Staff Benefits

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24-hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP? We've got you covered. Our staff have 24-hour access to a GP appointment. These usually take place within two days at a time to suit you, with prescriptions provided when required to be collected at your local pharmacy. This service is also available to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Life Events**

We run an enhanced special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Savings Schemes**

Saving for those rainy days has never been easier than with our salary savings scheme. Your savings are taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our Trust-wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free car parking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.



Job Description



Title of Post:	Headteacher
Post Status:	Permanent, Full-Time
Salary Range:	Group 6 (L21-L27 £81,441-£94,332)
Accountable to:	Chief Executive Officer (CEO)

Purpose

The Headteacher is accountable to the CEO for the professional leadership, strategic direction and operational management of the school, to ensure that the school's aims are implemented in accordance with the School Development Plan and the policies of the Governing Body and Trust Board. The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary to secure and to promote the highest standards in all aspects of school life.

The Headteacher will work in partnership with The 3-18 Education Trust colleagues, at all levels, in all schools and with the central executive team, to deliver the Trust Strategic Development Plan.

The Headteacher, in partnership with their local governing body, will work with, and secure the commitment of, the local community by developing and maintaining appropriate networks and relationships and contributing to raising standards to build a professional community that enables all to progress and achieve.

The Trust is committed to safeguarding and promoting the welfare of children and young people and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard students.

The appointment is subject to the provisions of the School Teachers' Pay and Conditions Document.

Key Responsibilities

1. Strategic Direction and Shaping the Future

- Work with the CEO, Local Governing Body and other key stakeholders to create a shared vision and strategic plan which is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate our vision and values in everyday work and practice.
- Work in partnership with others to create a shared culture and positive climate, which inspires and motivates students, staff and all other members of the school community.

- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.

2. Leading Teaching and Learning

- Ensure a consistent and continuous school wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice, learning outcomes and promote improvement strategies.
- Acknowledge excellence and challenge underperformance at all levels, ensuring effective corrective action and follow-up.

3. Developing Self and Working with Others

- Regularly review own practice and set personal targets to equip yourself with the capacity to deal with the complexity of the role and be committed to continuing professional development.
- Develop appropriate and effective channels of communication with all staff
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review, supporting all staff to achieve high standards.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Build a collaborative learning culture within the school and actively engage with Trust schools and other schools and colleges to build effective learning communities.
- Manage own workload and that of others to allow an appropriate work/life balance.

4. Leading and Managing the School

- Seek ways of improving organisational structures and functions, through effective collaboration with others, that reflect the school's values, and enables management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's finances and human resources effectively and efficiently to achieve the school's educational goals and priorities, working in partnership with the School Business Manager, Trust Finance Director and Trust HR Manager.
- Recruit, retain and deploy staff appropriately to assist in managing their workload to achieve the vision and goals of the school.
- Implement successful performance management processes with all staff.

- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to provide value for money.

5. Securing Accountability

- Fulfil commitments arising from contractual accountability to the CEO and Local Governing Body.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Local Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including Trustees, governors, parents and carers.
- Ensure that the external auditors have access to all resources to ensure that they can fulfil their role
- Provide governors with detailed information that allows them to set, monitor and review the school budget.

6. Strengthening Community

- Build a school culture and curriculum that takes account of the richness and diversity of the school's communities, collaborating with other Trust schools to share expertise.
- Ensure learning experiences for pupils are linking into and integrated with the wider community.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families.
- Create and maintain effective partnerships with parents and carers to support and improve pupils' achievement and personal development.
- Create and promote positive strategies for challenging prejudice and discrimination and deal with this, in line with appropriate policies, should it arise.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to protect children.

7. Public Relations

- Promote high quality communications with the wider community.
- At all time, act as an ambassador for the school and Trust in a manner which upholds its values and ethos.
- Oversee the preparation and updating of the school prospectus and all promotional material, including the school website.
- Be responsible, in consultation with the Chief Executive Officer and Chair of Governors, for handling of the media and all aspects of public relations.

The Headteacher may be asked by the CEO to undertake other duties reasonably regarded as falling within the responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree. • Teaching Qualification. 	<ul style="list-style-type: none"> • Higher qualification in education and/or management (e.g. NPQH). • Masters qualification.
Experience	<ul style="list-style-type: none"> • Current Headteacher or Acting Headteacher. • Experience in at least two secondary schools. • Proven track record of raising educational standards. 	<ul style="list-style-type: none"> • Experience of leading on both curriculum and pastoral issues. • Experience at Senior Leadership Level of a recent Ofsted inspection.
Personal Qualities and Attributes	<ul style="list-style-type: none"> • A passionate belief in values based in education. • A highly skilled communicator, both in writing and speaking. • Lead by example, with high professional standards. • Enthusiastic, resilient and energetic. 	
Strategic Direction and Shaping the Future	<ul style="list-style-type: none"> • Excellent knowledge of current and potential educational developments. • Experience of successfully leading change and inspiring others. • Proven track record of driving forward vision and values. 	<ul style="list-style-type: none"> • High profile in school and community. • Proven track record of change management.
Leading Teaching and Learning	<ul style="list-style-type: none"> • Ability to lead and inspire high quality teaching and learning. • Ability to inspire, demonstrate and support the pursuit of excellence and highest expectations for all. • Commitment to include and make a difference to every child. 	<ul style="list-style-type: none"> • Track record of improving the standard of learning and teaching. • Experience of monitoring learning and teaching.
Developing Self and Working with Others	<ul style="list-style-type: none"> • Recognition of the need to set and meet appropriate and challenging targets. • Capability to make decisions whilst also delegating appropriately. 	

	<ul style="list-style-type: none"> • Commitment to the empowerment and training of staff. • Commitment to own ongoing self-development. • Ability to lead support staff ensuring their contribution is valued and their skills meet the needs of the school. 	
Leading and Managing the School	<ul style="list-style-type: none"> • Capacity to work with, build and lead high performing teams. • Ability to use strong and effective management systems, including Performance Management. • Ability to produce and implement appropriate improvement plans and policies. 	
Financial Capability	<ul style="list-style-type: none"> • Experience of working with whole school budgets. • Financially literate and able to monitor and review the school's internal audit systems. • Confident in manipulating and working with numbers. 	<ul style="list-style-type: none"> • Experience of working with external auditors.
Securing Accountability	<ul style="list-style-type: none"> • Ability to lead and sustain outstanding school performance. • Ability to delegate responsibility with accountability. 	<ul style="list-style-type: none"> • Experience of successful work on 'Narrowing the Gap'.
Strengthening the Community	<ul style="list-style-type: none"> • Commitment to work with and learn from other schools. • Commitment to the continuation of our strong links and partnerships. • Ability to recognise and build on the school's excellent multi-agency links. 	<ul style="list-style-type: none"> • Experience of business links.
Public Relations	<ul style="list-style-type: none"> • Experience of public relations in any form. 	<ul style="list-style-type: none"> • Experience of, and confidence in, handling of the media.
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Commitment to equality of opportunity. 	

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| | <ul style="list-style-type: none">• Sufficiently fluent in spoken English to ensure effective performance in the role.• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. | |
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The Appointment Process

An application form is available [here](#) and all applications will be acknowledged.

To apply for this role you should submit an application form and write a letter of **no more than 400 words** explaining how you would **approach raising the achievement of children in a school that requires improvement in Quality of Education.**

Interviews will be offered to those applicants who best demonstrate how:

- Skills, abilities and experience match the person specification, taking into consideration each of the seven key responsibilities outlined in the job description. To facilitate this, please ensure that each of the seven headings is clearly indicated and provide detailed information under each one within the application form.

Closing date for applications: 9.00am, Friday 20th December 2024

Shortlisting and Candidate Notification: By Friday 10th January 2025

Interviews: Wednesday 15th and Thursday 16th January 2025

If you wish to discuss this opportunity further, please contact David O'Toole, CEO of The 3-18 Education Trust via Hannah Taylor, Executive Assistant hannah.taylor@318education.co.uk

If you would like to arrange a visit to the school, please contact Hannah Taylor on the details above.

Please return completed applications to: Hannah Taylor hannah.taylor@318education.co.uk

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CVs in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the Trust website.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.

