



The
Balcarras
Trust

Winchcombe School

Headteacher Applicant Pack - March 2025



March 2025

Dear applicant,

Thank you for your interest in the important role of Headteacher at Winchcombe School.

Winchcombe is a relatively small, 11-16 community school which seeks to develop aspirational students ready to embrace opportunities. We have an experienced and skilled group of staff who care passionately about developing young people both academically and pastorally. The school has a spacious modern and attractive site with excellent facilities set in an idyllic location that offers an environment for learning that is both unique and stimulating. A recent multi-million pound investment has added new and refurbished facilities in Sport, Science, Technology and Drama.

This vacancy has arisen following the decision of the current headteacher, Mr Jonathan Templeton, to move on to the next phase of his career after 6 highly successful years in post. Under his leadership, much has been achieved. Winchcombe School was graded "Good" by Ofsted in March 2022 with special praise for its high expectations, the calm and purposeful behaviour of its students and the quality of its staff development. Our students' results in GCSE and other Level 2 qualifications and the whole school Progress 8 score are on an upward trajectory. The number of students on roll at the school is increasing and currently stands at 526. We anticipate this growth will continue as indications suggest Year 7 places will be fully subscribed in September 2025.

Winchcombe School joined The Balcarras Trust in November 2023. The trust currently operates as a small federation. The other schools in the trust, both of which are rated "Outstanding" by Ofsted, are Balcarras School and The High School Leckhampton. The trust provides support and a collaborative environment for developing best practice in pursuit of excellence for all its students.

The successful applicant will report to the Trust CEO. They will also work with the Trust CFO on finance matters and will receive support from other senior leaders within the Trust. They will also be a valued member of the trust's headteacher board which meets regularly to drive school improvement across the trust. The successful applicant will also work with the Local Governing Body who are responsible for providing focused governance at a local level, acting as a critical friend to the headteacher, and monitoring compliance and performance across the school.

The Balcarras Trust and Winchcombe School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This role will involve regulated activity with children. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within "How to apply" which includes our policy on recruiting ex-offenders on the Balcarras Trust website. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.

This application pack includes a detailed job description, person specification, the application process and information about how to contact the school. We very much look forward to receiving applications from candidates who are inspired to take our school on the next stage of its development. We hope that, once you have read the details in this application pack, you will feel that the position of headteacher is the right one for you.

Dominic Burke
CEO The Balcarras Trust

Valerie Udale,
Chair of the Local Governing Body, Winchcombe School

THE MISSION STATEMENT OF THE BALCARRAS TRUST:

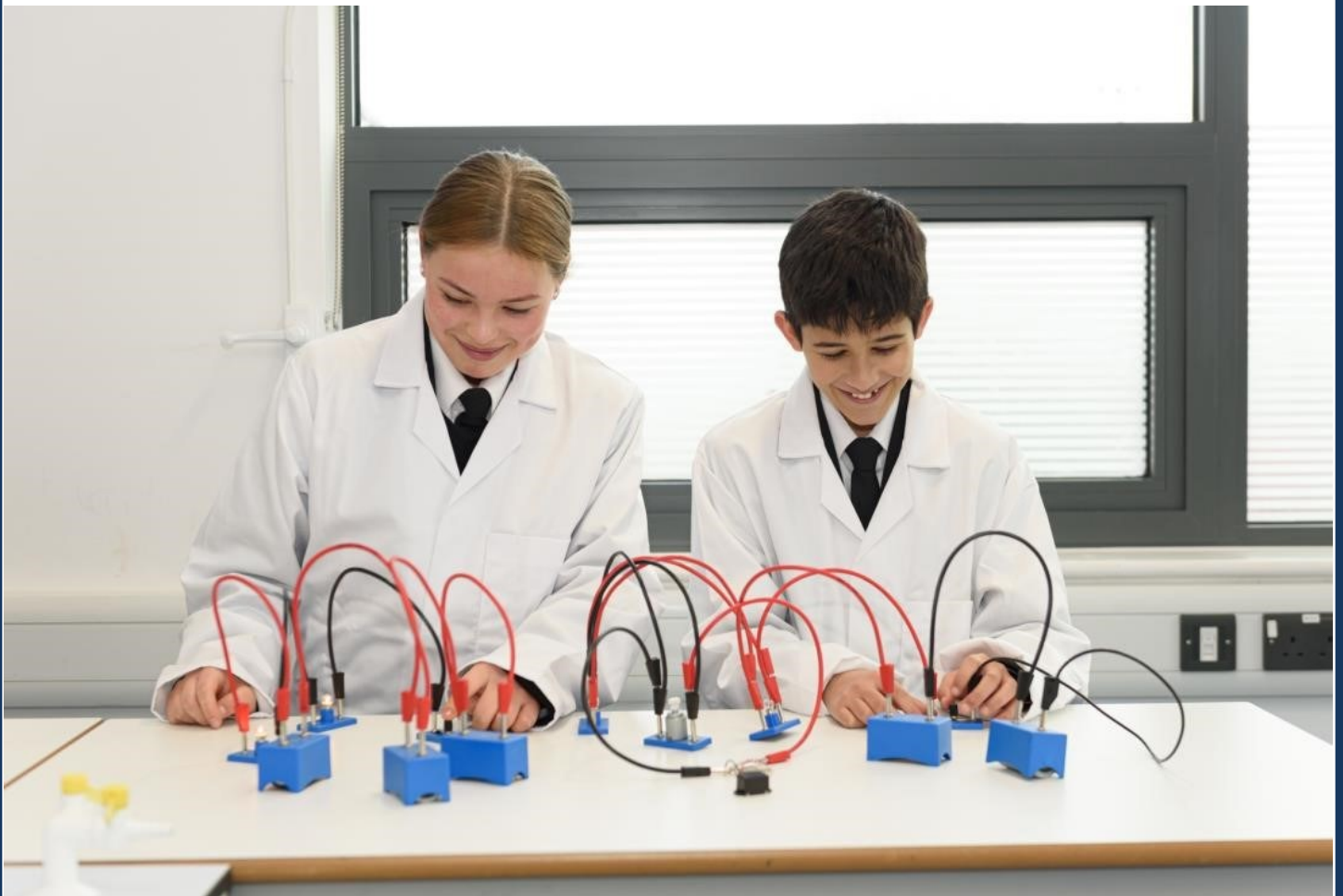
The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within The Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be “left behind.” There will be excellent opportunities for extra-curricular activities.

Each member of staff in The Trust’s schools will be an excellent role model and will play their part in ensuring that each of The Trust’s schools will have its own special ethos. Students will feel proud of their school.

The Trustees will, at all times, uphold the highest standards of financial propriety and make efficient and appropriate use of the public money made available to them.

Underpinning all the activities in The Trust is the belief that, however strong the performance of The Trust’s schools may be, there is always room for improvement. Everyone associated with The Trust, the Trustees, Governors, school leaders, staff and pupils will share this aspiration.





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WINCHCOMBE SCHOOL - OUR VISION AND VALUES

Ethos and culture

The Balcarras Trust's educational philosophy is simple- we believe all children deserve a first rate start in life regardless of background or prior attainment. School should be a golden time in a young person's life, and we actively seek to make education an enjoyable and rewarding experience. We want to appoint a headteacher to Winchcombe School who shares these values.

The Trust is committed to the highest standards of pastoral care. All our young people should feel safe and secure in school, and they should feel valued as individuals. The Trust does not have a one size fits all approach to pastoral care. What is more important is that the headteacher understands what works best for their school. They will be able to articulate this to staff and work with them to build and maintain a strong system that provides a strong sense of belonging and community.

Winchcombe School - our Vision and Values

At Winchcombe School, we enthusiastically embrace the ethos and vision of the Trust. We have the highest aspirations for every student, enabling them to embrace opportunities and achieve their ambitions. Our vision and values are focused on the importance of aspiring- attitude, stewardship, pride, integrity, resilience, enjoyment and success ("ASPIRES"). We look for our students to live out these values every day. Winchcombe School is a strong and vibrant community, where we celebrate the learning, wellbeing and successes of all.

Our approach

We are committed to ensuring that:

- All pupils make superb progress, regardless of their starting point and achieve outstanding academic outcomes
- The curriculum is interesting, suitably challenging, relevant and delivered by first-class teachers, who go the extra mile to bring out the very best in our pupils
- We develop the whole child by providing enriching opportunities in areas such as sport, music and drama
- School is a safe, happy environment with a calm, purposeful atmosphere, where all pupils thrive
- Pupils have access to the best possible facilities to support all aspects of their learning





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Winchcombe School - Headteacher - Job description

Position:	Headteacher
Contract:	Permanent, Full-time
Salary:	L20-L26 (currently £79,475 - £92,052 per annum)
Start date:	1 st September 2025

Purpose of role

To provide inspirational, dynamic and effective leadership of Winchcombe School by seeking to achieve the highest standards of staff performance, student attainment and achievement, and student conduct; continuously improve the quality of teaching and learning and ensure the effective daily operation of the School.

Main responsibilities

Strategic Leadership

- ◆ To shape a vision and implement a plan for the School, setting out very high expectations with a clear focus on student achievement
- ◆ To lead Winchcombe School effectively, setting aims and objectives for the School, formulating the School improvement plan and monitoring its implementation
- ◆ To lead the strategic direction of the School and provide the vision and leadership that will secure strong progress and outcomes for its students
- ◆ To provide strong and effective leadership that inspires staff at all levels to give of their best
- ◆ To establish and maintain a strong School ethos that encourages ambition and aspiration and celebrates success
- ◆ To work with the Trust CEO and LGB to drive the School to 'outstanding'

Leading Teaching, Learning and Assessment

- ◆ To ensure a school provision that is fully inclusive and personalised to meet the needs of individuals
- ◆ To monitor and evaluate the quality of teaching and pupil achievement
- ◆ To set accurate and aspirational targets for the School and to oversee target setting for staff and students
- ◆ To encourage the use of innovative problem-solving ideas and know how to monitor, evaluate, adapt and demonstrate impact
- ◆ To oversee the development and monitoring of the curriculum so that it provides an increasingly differentiated experience for students as they move through the School
- ◆ Ensure high standards of behaviour and attendance
- ◆ Ensure that leaders at all levels have the necessary information and skills to carry out their roles and hold them effectively to account for achieving high standards



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Winchcombe School - Headteacher - Job description cont'd

Organisational management

- ◆ To provide effective and efficient management of the School budget
- ◆ Manage the School environment efficiently ensuring that it meets the needs of the curriculum and complies with all relevant legislation including health & safety and Data Protection legislation
- ◆ Ensure that the School is compliant with the legal requirements regarding safeguarding
- ◆ Maintain a risk and asset management register and have in place business continuity plans
- ◆ To direct the work of the leadership team to ensure the smooth and effective daily operation of the School, the conduct of its students and the performance of the School staff
- ◆ Ensure that staff have the resources with which to do their job
- ◆ To work with the trust's business team to ensure the effective and efficient provision of services
- ◆ To ensure appropriate arrangements are in place for students to take the relevant public examinations
- ◆ To maintain relationships with organisations representing teaching and non-teaching staff

Leadership of staff

- ◆ To work actively in developing the views and support of the staff to ensure that all work together in a common direction towards the aims of the School
- ◆ To build effective and harmonious relationships with staff, including offering guidance and support to colleagues
- ◆ To implement the School's appraisal policy to secure improvement, to provide targeted individual professional development and to hold staff to account
- ◆ To inspire, motivate and develop staff, taking a leading role in maintaining the highest standards of teaching and learning and assessment
- ◆ To lead the recruitment, selection and deployment of teaching and support staff to achieve high quality outcomes in all areas of the School

Community & Partnership

- ◆ To secure the commitment of parents/carers and the wider community to the vision and direction of the School
- ◆ To ensure the School acts as a resource for the whole community
- ◆ To promote multi-agency working in support of young people's emotional and academic well-being and progress
- ◆ To promote partnership working with other organisations and education institutions such as a local business and industry and higher education, for the benefit of all the students



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Winchcombe School - Headteacher - Job description cont'd

Accountability

- ◆ To support the development of a whole School approach to monitoring and evaluating in line with the Ofsted model of self-evaluation
- ◆ To prepare the School and staff for Ofsted and other inspections
- ◆ To ensure the School puts in place and follows a robust plan to maintain Ofsted “good” rating and aspire to “outstanding”
- ◆ To work effectively and proactively with the Trust Board, Local Governing Body, their Chairs and committees

Compliance and governance

- ◆ To actively promote the aims of the school and develop, implement, monitor and evaluate School policies
- ◆ To ensure the local governing body is appropriately informed of changes to government policy
- ◆ To ensure compliance with legislation in relation to curriculum and safeguarding
- ◆ To safeguard and promote the welfare of children in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to the relevant body in a timely manner
- ◆ Carry out the duties and responsibilities of the post with due regard to the School's equal opportunities policies
- ◆ Promote, monitor and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- ◆ Work within the requirements of Data Protection legislation at all times, and be vigilant to ensure all students are protected from potential online harm

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.



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Headteacher Person Specification

We are seeking candidates who meet the following person specification. The listed criteria will form the basis of the selection process. Applicants should therefore address all elements indicated within their application form or cover letter, referencing specific experience or examples where possible. (Source: AF – Application Form, CL – Cover letter, R – references, I – interview).

	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status (QTS)	X	
Degree level qualification	X	
Achieved NPQH, NQPSL or M.Ed		X
Recent CPD record including relevant achievements	X	
Experience		
Senior Leadership experience and management in a Secondary School (Minimum [3] years)	X	
Teaching experience (Minimum [7] years)	X	
Significant involvement in school self-evaluation	X	
Significant involvement in SDP preparation and evaluation	X	
Successful recruitment, line management and staff development	X	
Evidence of effective delegation, monitoring and holding to account		X
Working collaboratively and strategically with Trustees and Governors		X
Skills and knowledge		
Developing inclusive Curriculum with flexibility to meet needs of all students	X	X
Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	X	
Data analysis skills, and ability to use monitoring data to set targets and identify weaknesses	X	
Experience of working collaboratively with external partners		X
Effective communication and interpersonal skills	X	
Ability to communicate a vision and inspire others	X	
Ability to build effective working relationships with all stakeholders	X	
A thorough knowledge of safeguarding and equalities responsibilities	X	
Understanding of other statutory and regulatory responsibilities		X
Experience of school finances, financial management and budget setting	X	
Personal qualities & abilities		
Has a passion for education and a commitment to comprehensive principles and inclusivity	X	
Is a strong, positive role model, demonstrating highest standards of integrity	X	
Is visible, approachable, confident and energetic	X	
Is forward looking, leading change openly and collaboratively	X	
Has ability to work under pressure and prioritise and delegate effectively	X	
Self aware, and welcoming of feedback and opportunities for personal development	X	
Able to challenge constructively, and take difficult decisions when necessary	X	
Maintains a sense of humour, as well as a sense of direction	X	



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Headteacher – Application process

Prior to application

In addition to this pack, further information about the School and the Trust can be found on their respective websites.

<https://www.winchcombeschool.co.uk>

<https://www.thebalcarrastrust.co.uk>

We would recommend visiting the school if possible, and this can be arranged on the following two dates:

Monday 10th March at 9.30 am and Tuesday 11th March at 9.30 am – please do register your interest in advance by emailing personnel@winchcombeschool.co.uk

For clarity, this is primarily to give you the opportunity to see the school first hand and will not influence the shortlisting decision making process, so do not worry if you are unable to attend.

For any pre-application queries please contact personnel@winchcombeschool.co.uk

Application

Applications should be in the form of a letter of application (maximum 2 sides A4) and an application form which can be found here on the Balcarras Trust website.

<https://www.thebalcarrastrust.co.uk>

These should be submitted to personnel@winchcombeschool.co.uk by **Monday 17th March 2025, 9am**.

Applications received after the deadline will not be considered.

Shortlisting

The selection panel will meet week commencing 17th March to draw up a short-list of candidates for interview. All candidates will be contacted by the end of the week to inform them of the panel's decision.

Assuming the shortlisted candidates wish to proceed to interview, references will be requested at this stage.

An online check of social media will also be made at this stage.

Interviews

Interviews will be held over a 2 day period, **Wednesday 2nd April to Thursday 3rd April**. The shortlist [will/may] be further refined for the second day. Candidates will be required to undergo a formal interview (including safer recruitment questions). One of the requirements of the day will be to complete a "Declaration of Criminal Record and other information" check. If you have a DBS certificate from your current work place, you will be required to show this.

Further details about the programme for the interviews will be provided in the shortlisting letter including details of documentation that will be required to be presented on the day.

www.thebalcarrastrust.co.uk