



Wrenthorpe Academy

Headteacher Application Pack



Post title	Headteacher
Location	Imperial Avenue, Wrenthorpe, Wakefield, West Yorkshire, WF2 0LW
Salary & Grade	L15 to 21 (£62,561 - £72,483)
Hours	Full Time Permanent

Waterton Academy Trust, Wrenthorpe Governors, staff and children, are seeking to appoint an ambitious and innovative headteacher who will lead our successful school on its journey to excellence. We are in search of an enthusiastic and talented leader who will embrace our school ethos and have a sensitive and dedicated approach to an inclusive education for all.

Wrenthorpe Academy joined Waterton Academy Trust, a collective of thirteen primary schools serving the Wakefield and Barnsley area, in April 2017. The trust's driving ambition is to secure the very best outcomes for all its children, and prepare them for future success. Wrenthorpe Academy is proud to be part of this determined and collaborative group.

The successful candidate will be someone who understands the school's current strengths, who values distributed leadership, and has the skills and experience to deliver continued improvements.

We are looking for a leader with:

- Proven senior leadership experience
- Excellent knowledge of the primary curriculum
- Evidence of impactful leadership
- Vision and energy to inspire the whole school community
- Excellent communication and inter-personal skills
- Commitment to teamwork and developing colleagues
- The ability to adapt to an ever-changing educational landscape
- Flexibility to think creatively
- Experience of contributing to a wider system leadership model

In return, the successful candidate will be offered:

- Friendly, motivated children who are eager to learn
- A welcoming and positive school environment with supportive colleagues
- Opportunities for professional development within a forward-thinking multi-academy trust
- A fully supportive and active Academy Standards Committee
- Advice and support from the Trust's central team
- An excellent wellbeing package
- An excellent pension scheme

Dear Applicant



Thank you for your interest in the hugely important post of Headteacher at Wrenthorpe Academy. We hope that this pack provides you with sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

Our Trust came in to being on the 1st September 2014. Our thirteen primary, infant and junior schools are currently situated within the Wakefield and Barnsley areas and consist of well over three and a half thousand pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

As a headteacher we will entrust you with the welfare and education of our children and staff. Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family. As a key leader in the development of our provision, you will also have the opportunity to work alongside partners from across the trust and the wider system leaders' network.



Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,

Dave Dickinson OBE

Chief Executive Officer

Dear Colleagues



On behalf of the Academy Standards Committee of Wrenthorpe Academy, thank you for applying for the position of Headteacher of our school.

Our ethos for Wrenthorpe very much focuses on everyone being and feeling valued. We expect all leaders, staff, pupils, parents/carers, governors and volunteers to support this. We all work together to provide a secure, caring, inclusive environment where expectations are high for all, and diversity and achievements are celebrated.

Wrenthorpe Academy has supported the education and wellbeing of thousands of local children, for over fifty years. Whilst the exterior of our building does not look very much different from what it did in the 1970s, the inside is a modern and vibrant teaching and learning environment, that we're committed to continuously improving.

As a school, we are very fortunate to have such an enthusiastic and committed staff team, who have established excellent school-family relationships. Governors also work very closely with leaders, staff, pupils and parents to ensure that our school supports children to learn and grow. Both through developing enquiring and curious minds and by building confidence, security and happiness. It is my privilege to be Chair of the Academy Standards Committee and I am very fortunate to have a committed group of governors who all share the same aspirations for our school, the pupils, our families, and the wider Waterton family.

We would expect that the new Headteacher would equally value the place our school has in the local community, our commitment to positively shaping the lives of the children, share our inclusive, caring philosophy and dedication to providing an excellent and innovative learning environment

All the Wrenthorpe family are totally committed to helping our children become the best that they can be. The incoming Headteacher has the opportunity to lead one of the best primary schools in the area. We need someone who is equally committed to our values, has integrity in how we live them and passion in how we show this, across our wider school community.



Can you: Inspire? Motivate excellence? Support a thirst for knowledge and imaginative understanding amongst both our pupils and staff? Share your wisdom, whilst crafting resilience through a focus on wellbeing and dispersed leadership? Communicate well, with a commitment to hearing pupil, staff and parent/carer voice? Then we'd love to hear from you.

We have a clear understanding of the school's priorities. We need our Headteacher to work collaboratively to continue to lead this vision with drive, enthusiasm, good judgement, optimism and tenacity. Maintaining the gains we have made as part of a forward thinking, inclusive and dynamic Multi Academy Trust, and maximising the potential of our wonderful children and loyal and committed staff, to set the pace for the next chapter in the journey of our school.

Mrs Kate Stokes
Chair of Academy Standards Committee

About Our School



Wrenthorpe Academy is a larger than average school and caters for 315 children in the Wrenthorpe area. The vast majority of our children continue their education at the nearby Outwood Grange Academy.



Wrenthorpe has a real sense of community and the school is in the heart of the village. Wrenthorpe Pre-School, the first Waterton Pre-School, is on the school site providing early education for 2,3 and 4 year old children including wrap around care. The Pre-School provision is very popular with our community of busy working parents.

Wrap Around Provision

Wrenthorpe Academy offers a breakfast and after school club from 7:30am to 6pm alongside holiday club provision.

In order for children to achieve high standards and make good progress throughout their school journey here at Wrenthorpe Academy, we are committed to providing a stimulating and engaging curriculum which extends far beyond the limitations of the classroom:

- We have extensive outdoor areas which include: a school pond, wildlife areas, school allotments and outdoor reading sheds.
- We plan many opportunities for learning beyond the classroom including field trips, class trips and residential.
- We pride ourselves on the huge range of activities that our teachers provide as part of our wider after school club offer. This enables children to find their passion and to continue to grow and develop as individuals.
- We are also very committed to sport, fitness and well-being. Our PE curriculum is outstanding and children have many opportunities to compete at inter-school level and also as representatives of Wrenthorpe Academy, competing against other schools in the Outwood Grange pyramid.

We work in partnership with parents to ensure that our children develop essential skills and are well prepared for Secondary School.

We aim for children to be aware of what they enjoy, to find their passion and their interests and to be kind, well-rounded individuals. Ultimately, we strive for our children to be compassionate, independent and responsible people who are prepared in every sense to embrace the next stage of their education.



The teachers are excellent, making learning varied and engaging for the children.

It has been amazing to watch our little girl flourish. She has grown academically, socially and she is generally more confident.

Feedback from parents



Why Choose Wrenthorpe?

"Our staff are really supportive. We work together as a team to bring out the best in every child. I couldn't imagine working anywhere else. It is a pleasure to work at Wrenthorpe Academy."

Class Teacher

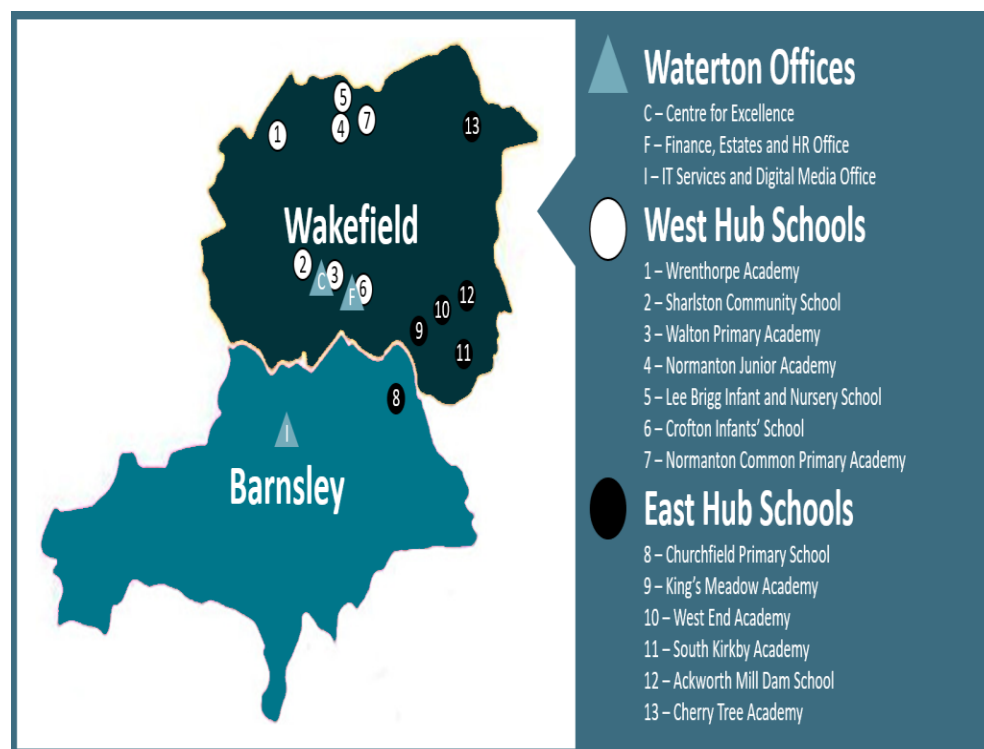
"I love working with our super children, they never stop surprising us! We all work very hard to support the teaching staff to further enhance the learning for the children at our school. We get lots of support and further training from the Trust."

Teaching Assistant



About the Trust

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about. We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and contributing to the wider system leaders' network. We encourage colleagues to take up opportunities and engage in projects outside of the trust.



The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. The trust intends to continue to grow within these key partnership areas.

There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.

Governance

The trust model of Governance is based on two Geographical Hubs and is built to ensure scalability and clear lines of communication between all levels of Governance. The Members of Waterton Academy Trust commissioned a review of Governance by the NGA which took place during the academic year 17/18. This was a full 360-degree evaluation of our structures, systems and procedures. The review recommendations led to the restructure of Governance which has now been implemented.



Our Vision, Values and KPIs



- Assemble a collaborative of schools that strive to deliver excellence throughout
- Establish an environment where children enjoy and engage in a rich and relevant curriculum
- Cultivate a culture of high aspiration, regardless of social, economic or cultural background
- Create a community where everyone reaches their full potential and where success truly is a shared experience

- To be trustworthy
- To be tolerant
- To be supportive
- To be courageous



- To be respectful
- To be honest
- To be dedicated
- To be compassionate

- Governance is robust
- Finances are secure
- Reputation is strong
- Employer of choice



- Outcomes are excellent
- Academies are good or better
- Estate is fit for purpose
- Community contributor

Job Description

Title	Headteacher
Responsible for	Carrying out the professional responsibilities of a Headteacher and upholding the National Standards of Excellence for Headteachers. To provide professional leadership with integrity, energy and enthusiasm which will lead the school to outstanding status. Our ambition is that every child reaches their full potential; this will be achieved through the highest level of teaching and leadership.
Accountable to	Academy Standards Committee , Chief Executive Officer (CEO) & Board of Trustees

Purpose of the Post

Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of Headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.

Leading Teaching and Learning

Responsibility for maintaining and developing the quality of teaching and learning within a successful learning culture.

- The skills and vision to support continuous school development
- Demonstrate personal enthusiasm for and commitment to the learning process, including the principles and practice of effective teaching and learning
- The ability to access, analyse and interpret information
- Adopt a bold and challenging approach to local and national changes in education and develop relevant strategies for performance improvement

Developing Self and Working with Others

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

- Demonstrate good interpersonal skills
- Foster an open, fair, equitable culture and manage conflict
- Develop, empower and sustain individuals and teams within the school
- Collaborate and work with others within and beyond the school
- Give and receive effective feedback and act to improve personal performance
- Accept support from others including colleagues, governors and the Trust
- Show commitment to working as part of the Trust

Managing the Organisation

- Provide effective organisation and management of the school, including sound financial management and seek ways of improving organisational structures and functions based on rigorous self-evaluation
- Ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices

To build a successful organisation through effective collaboration with others

Establish and sustain appropriate structures and systems

- Manage the school efficiently and effectively on a day-to-day basis
- Delegate, management tasks and monitor their implementation
- The ability to prioritise, plan and organise themselves and others
- Make professional, managerial and organisational evidence-based decisions to make informed judgements
- Think creatively to anticipate and solve problem

Securing Accountability

The Headteacher is legally and contractually accountable to the Governing Body for the school, its environment and all its work. The Headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, the Trust and other relevant groups.

- Demonstrate political insight and anticipate trends
- Engage in the systematic and rigorous self-evaluation of the work of the school and work closely with the Governing Body to ensure that effective school self-evaluation informs school improvement priorities.
- Collect and use a rich set of data to understand the strengths and weaknesses of the school
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school

Strengthening Community

The Headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools and with parents, carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

- Recognise and take account of the richness and diversity of the school's communities
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities
- Listen to, reflect and act on community feedback
- Build and maintain effective relationships with parents/carers, partners and the community to enhance the education of all pupils.

Safeguarding and Promoting the Welfare of Children

- To have substantial knowledge and effective experience of addressing all safeguarding issues and ensure that safeguarding is embodied within the school culture.
- Have knowledge and understanding of statutory requirements to keep all our children and adults that are part of our community safe.
- Identify key features of staff recruitment and comply with safer recruitment procedures.
- Develop and introduce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.

Employment Duties: To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the Headteachers Standards 2020.

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I have worked for Waterton Academy Trust for nearly 8 years and during this time I've watched it grow into something unique and exciting, providing fantastic opportunities for both pupils and staff. I really feel we are the Waterton family and I have never before worked with a group of more passionate, hard-working and committed individuals. We pull together when things get tough and are always willing to go that extra mile.

Pam

Chief Finance Officer



Personal Specification

Title	Headteacher
Responsible for	Carrying out the professional responsibilities of a Headteacher and upholding the National Standards of Excellence for Headteachers.
Accountable to	Academy Standards Committee , Chief Executive Officer (CEO) & Board of Trustees

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Qualifications	Essential	Desirable	How Identified
Qualified Teacher Status	X		AF/CQ
Evidence of continuing and relevant professional development in school leadership and management	X		AF/CQ
National Professional Qualification for Headteachers (NPQH)		X	AF/CQ
Skills and experience			
Successful experience as a Senior Leader or Headteacher in a primary school	X		AF/I/R
A highly effective teacher with proven good/outstanding teaching over time in the primary classroom	X		AF/I/R
Have excellent organisational skills which maintain the day to day rhythm of the school whilst maintaining a focus on the long term vision	X		AF/I
Good understanding of national curriculum and its associated assessments	X		AF/I
Experience of leading change effectively	X		AF/I/R
Experience of teaching in more than one school and across the whole Primary range		X	AF/R
Strategic direction and development			
Ability to build, communicate and implement a coherent vision for the school in consultation with stakeholders	X		AF/I
Proven record of inspiring, challenging and motivating others to achieve agreed aims	X		AF/I/R
Ability to sustain excellence in everything we do with a clear sense of what strategies might be effective for pursuing that objective	X		AF/I
Governance, accountability and compliance			

A clear understanding of the range of mechanisms for working productively with the Governing Body with proven examples and an understanding of its statutory duties including challenge and support	X		AF/I
Proven record of being transparent, approachable and accountable to parents/carers, Governors, relevant external bodies and the local community	X		AF/I/R
Knowledge of legal requirements affecting schools	X		AF/I
Leading, Managing and developing people and the organisation			
Proven ability in leading and motivating teams	X		AF/I/R
Proven ability to lead and inspire staff, Governors, pupils and parents/carers	X		AF/I/R
Effective communication skills, with experience of handling a variety of audiences and media	X		AF/I/R
Proven experience of managing people, data & processes to contribute to school improvement	X		AF/I/R
Experience of staff performance reviews and acting effectively on any associated issues	X		AF/I/R
The ability to work in partnership with other schools and leaders in the Trust		X	AF/I/R
Demonstrate an understanding of school finances and how to successfully make effective use of available resources within a finite budget whilst taking account of competing and challenging budget demands		X	AF/I/R
Leading teaching and learning			
Experience of setting and achieving challenging goals and targets for staff and pupils	X		AF/I/R
Knowledge and understanding and proven experience of how to raise achievements across the school	X		AF/I/R
Proven experience of analysing pupil performance data to identify trends to inform school improvement decisions that improves teaching & learning outcomes	X		AF/I/R
Experience of developing a consistently high standard of teaching through rigorous assessment, monitoring, evaluation and support	X		AF/I/R
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils	X		AF/I/R

Ability to engage parents and carers to ensure they play their part in their child's learning (both in and out of school)	X		AF/I/R
Promoting the safety and wellbeing of pupils			
Absolute commitment to safeguarding	X		AF/I/R
Ability to ensure an ethos which promotes good behaviour and enables all pupils to aspire and achieve success	X		AF/I
Has undertaken the role of designated or deputy designated safeguarding lead		X	AF/R
Working with the wider community			
Commitment and ability to work in partnership with parents and the wider community	X		AF/I
Experience of working with external agencies to support and enhance the opportunities for pupils in the school	X		AF/I/R
Personal Qualities			
Open, honest, approachable and enthusiastic	X		I/P/R
Enjoys teaching and respects children	X		AF/I
Able to command the respect of all stakeholders	X		AF/I
Willing to accept support from others including colleagues, Governors, and outside agencies	X		AF/I/R
A strong intellect, able to exercise creativity and emotional intelligence in leadership	X		AF/I/R
Ability to communicate positively and appropriately with all stakeholders	X		AF/I
Adaptable to change, able to assess new ideas and embrace them if they improve children's learning	X		AF/I
A creative and imaginative problem solver	X		AF/I/R
Ability to exercise good judgement and take decisive action to deal with unforeseen circumstances	X		AF/I
Values and Commitment			
Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values	X		AF/I/R
An understanding of the Head teacher's position as role model	X		AF/I/R
A determination to achieve the highest personal and educational achievement for every child	X		AF/I/P



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Waterton Academy Trust's strength lies in its people. Everyone is very open and supportive; I can approach colleagues for advice and guidance when it is needed. The school improvement team are skilled and knowledgeable, and I have the opportunity to work alongside valued peers in other schools nearby. Because of this network of dedicated Waterton colleagues, I can focus on each child fulfilling their potential in school, which is the fundamental tenet of the Trust.

Clare
Headteacher





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I am both proud and privileged to be part of Waterton Academy Trust, which strives to provide an outstanding education for all its children. It is a place where individuals are nurtured, valued and encouraged to flourish and succeed. Commitment, passion and hard work are rewarded with opportunity for personal development; in my own case I have undertaken a journey from Class Teacher, to School Leadership, Trust Lead for our Initial Trainee Teachers and now embarking on a National Professional Qualification for Headship. The ethos of our Trust is 'success is a shared experience', I have wholeheartedly found this to be the case and I am honoured to be part of it

Sally

Deputy Headteacher, Class Teacher

Next Steps



Further Details

For further details about the role, to arrange an informal conversation with our CEO, or to discuss the possibility of a visit to the school, please contact Gemma Waring, on 01924 240767 or email gwarling@watertonacademytrust.org

To Apply

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. www.watertonacademytrust.org

Completed applications are to be returned to hr@watertonacademytrust.org by the closing date below.

Selection Timeline

Closing Date: Friday 14th April at midday

Shortlisting: Tuesday 18th April

Interviews: Thursday 20th and Friday 21st April (2-day process)



I love being part of an amazing, supportive team in a place where no two days are the same.

Joanne

Senior Administrator





Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.



WATERTON

ACADEMY TRUST®



Waterton Academy Trust
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Wakefield,
WF2 6LD