Recruitment Pack

Vacancy: Leadership Support Officer

Contract: Permanent

required from 1st February 2027

Salary: Grade 6 (Actual Salary: £4,007-£4,345)
Hours: 6 hours per week, term-time (Wednesday's)
Closing date: Monday 30th November 2026, 9am



The Weston Road Academy

Blackheath Lane,

Stafford,

ST18 0YG

Aspiring and Believing to Achieve the Extraordinary

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Welcome from our Headteacher

November 2026

Dear Applicant,

Thank you very much for requesting details for the position of Leadership Support Office at The Weston Road Academy. This is an exciting opportunity for a person wishing to develop their career in an environment that is supportive of its staff.

The successful candidate will be joining the academy at an exciting time as it continues to be oversubscribed. We are looking to recruit an enthusiastic and committed individual who cares deeply about the prospects of the young people under our care, and someone who is passionate about working in education. Although this is a term time only role, your salary will be paid monthly throughout the year.

We seek somebody who will have a commitment to providing a first-class administrative service, supporting staff, parents and pupils within a caring and aspirational environment. You will benefit from working with a strong team of staff in a purpose-built area of the school. All staff at the school share the Academy's vision that every pupil will 'Aspire and Believe to Achieve the Extraordinary'. Pupils will leave The Weston Road Academy with excellent academic outcomes and a clear purpose for the next stage of their lives.

Our information pack gives details of the post and the recruitment process. I hope that you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application. In the meantime, if you have any queries or would like to arrange to visit The Weston Road Academy, please contact us on 01785 413600.



Yours sincerely,

A. Kingman

Ann Kingman

Headteacher

Vision and Values



Vision: *To be an outstanding academy, at the heart of the community, enabling our students to deliver the extraordinary across all areas of the curriculum and beyond.*

Objectives

To collaborate with our community, making a difference to the life chances of every pupil, breaking down barriers to learning, building self-belief, and developing aspirations, therefore, enabling every child to achieve the extraordinary

To enable staff to achieve their best; passionate about teaching, rewarded for delivery of our priorities and supported by effective leaders

To offer a broad and balanced curriculum that inspires and encourages delivery of the extraordinary

To create a truly inclusive academy where adults build positive relationships with children and where every child feels safe, happy, confident, challenged and supported to achieve the remarkable

To develop partnerships with parents, businesses, and our local community in order that Weston Road continues to be a centre of excellence that is trusted and valued by its stakeholders and beyond

To enable all students to achieve the extraordinary through provision of a world class environment, underpinned by financial sustainability and inspired staff

To enable students to make the right choices by equipping them with the life skills, guidance and advice empowering them to be the creators of a rewarding and successful future within their local community, modern Britain and the wider world.

We will deliver our vision through our **Core Values** ensuring extraordinary outcomes for all:

Belief	**Togetherness**	**Respect**
Responsibility	**Accuracy**	**Inclusion**
Organisation	**Excellence**	**Integrity**

Information about The Weston Road Academy

Welcome to The Weston Road Academy. We are extremely proud of our school and new students, staff and visitors are always struck by the friendly, positive and hard-working atmosphere. Our ethos is built on traditional values such as respect, hard work, community, pride in our appearance and high expectations. We work together to instil an enjoyment in learning and strive to support each child. We work hard to develop their confidence and skills to be the best they can be and to reach their full potential. It is our pleasure to invite you to be a part of the exciting future of our academy. We are not just a school recognised by Ofsted as Good, we are also welcoming and caring, with the staff, ideas and a drive to continually improve. Our students leave us well qualified and proud of their achievements. We guide them to be mature, highly skilled and successful learners equipped for the fast-paced modern society they will eventually join.

Since opening in 1979, as Weston Road High School we have continued to deliver an excellent education to students of all backgrounds and abilities, valuing the well-being of each pupil. Serving the community of East Stafford and nearby villages, our Academy is an ideal size – not so big that it is impersonal but large enough to offer a wide variety of courses and extra-curricular opportunities.

On 1st October 2011 we proudly became Stafford's first academy. As a single academy converter, The Weston Road Academy is answerable directly to the Department for Education and has used its freedoms to develop an innovative curriculum and pastoral care system. Inevitably, this document cannot convey the inspiring atmosphere and vibrancy of the academy and we invite you to visit us to find out first hand, why so many parents choose The Weston Road Academy as the preferred choice for their child's secondary education.

Academy Facilities

The Weston Road Academy is a purpose-built school which is well maintained with extensive playing fields. Each department has its own suite of rooms. In addition to normal specialist classrooms, we have a 200-seat theatre, sports hall, gymnasium, eight hard playing courts, drama/dance studio, and specialist rooms for music, science, design and technology, art and ceramics, computing and ICT.

The Academy Day

08:30	**School Opens**	**13:20**	**Period 5**
08:40	**Tutor Time**	**14:10**	**Period 6**
09:00	**Period 1**	**15:10**	**End of School Day**
09.50	**Period 2**	**15:15**	**Period 7 (Sixth Form only)**
10:40	**Break**	**16:05 - 16:55**	**Period 8 (Sixth Form only)**
11.00	**Period 3**		
11:50	**Period 4**		
12:40	**Lunch**		

Leadership Team

Mrs A Kingman – Headteacher

Mr M Smith - Deputy Headteacher - Pastoral Care

Mr D Bloor - Assistant Headteacher - Teaching and Learning

Mr N Everill - Assistant Headteacher - Assessment and Data

Mr J Hackett - Assistant Headteacher - Inclusion and Community

Mrs S Hancox - Director of Finance

Extended Leadership Team

Mr C Gibbard - Associate Headteacher - Sixth Form

Mrs Z Breeze - Associate Headteacher - Curriculum

Our Governing Board is made up of a group of individuals from both the Academy, parents and the wider community. The role of the Academy Governing Board is to provide strategic leadership, accountability and to act as a critical friend. The three Sub-Committees are the Finance and Premises Committee, Teaching & Learning Committee and Staffing & Students' Committee. The Term of Office for Governors, with the exception of the Headteacher, is four years.

Dr A Hind, Co-opted Governor, Chair of Governors

Mr D Craig, Governor appointed by The Academy Trust

Mrs E Mather, Governor appointed by The Academy Trust

Miss L Kinvig, Co-opted Governor

Mrs L Lewis, Co-opted Governor

Mrs C Brain, Parent Governor

Mrs G Coghlan, Parent Governor

Mr S Cranston, Parent Governor

Ms E Smith, Parent Governor

Mrs M James, Staff Governor

Mr A Piercy, Staff Governor

Mr E Plant, Staff Governor






Ofsted

On 21st and 22nd March 2023, The Weston Road Academy, Stafford, was subject to an Ofsted inspection, the first since January 2018. Following an intensive and rigorous inspection, we are delighted to report that the view of the inspection team corresponded with ours in that the school continues to be good and that safeguarding is effective.

There were many positive comments in the report and it is evident that our superb staff, who are happy and proud to work at the school, our curriculum that ensures that academic rigour sits at the heart of a broad and balanced curriculum and our high and ambitious expectations all contribute to the school's success. We have ensured that the school has a strong culture of safeguarding and this has been recognised.

The positive outcome is testament to the hard work and dedication of our staff and students and the support of our amazing parents.

Ofsted remarked:

The Weston Road Academy is a calm, caring school in which students can thrive and feel safe. Staff know students well and support them to achieve their full potential. Students appreciate this support and are happy at school. They respond by working hard and achieving high standards.

The rest of the report can be read at **Weston Road latest Ofsted Report**







Workload and Wellbeing

We have reviewed the workload of staff and will continue to do so, this includes:

- Introducing new technology systems to be more efficient with appropriate and adequate training
- Focusing on our priorities
- Only sending emails during the working week, not at weekends or in holidays, unless it is an emergency
- Reviewing our meeting schedule giving staff more opportunity to talk with each other through our Teaching and Learning Coaching Network
- Introducing a comprehensive CPD programme with support for individuals
- Reviewing our marking policy, altering the frequency and quantity
- Simplifying our reports to parents
- Dedicating time to collaborative planning
- Reviewing the school calendar
- Reducing the number of data collection points

Wellbeing

- Introduced various secret buddy schemes
- Gives staff monthly thank you messages
- Organised staff socials
- Organised staff events, including yoga classes, mud runs and Leadership Team cook breakfast

We can offer through external agencies:

- Nurse Support Services
- Physiotherapy
- Counselling
- Weight Management
- Menopause Support
- Private Medical Operations in some instances
- Cancer and Chronic illness Support
- GP helpline
- Speech Therapy

In our most recent staff survey, 100% of staff feel listened to, are proud and happy to work here and say the Academy is improving. Staff are highly complementary in the way that they are involved.

Admissions

The Weston Road Academy is the admission authority and has responsibility for setting the admission arrangements and for making decisions regarding admissions applications.

Students in Years 7 to 13 can apply directly to The Weston Road Academy for a school place and we will liaise with Staffordshire County Council Admissions on your behalf.

Secondary School Admission applications for transition at the end of Year 6 are managed by the Staffordshire School Admissions Service.

Admission number

The Year 7 PAN (Pupil Admission Number) is 182.

Admissions over-subscription criteria:

1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order)
2) Children who have an elder sibling in attendance at the academy who will still be attending at the proposed admission date
3) Staff children
4) Children living within the catchment area of the Academy
5) Children who satisfy both of the following tests: on medical grounds or by other exceptional circumstances and the child would suffer hardship if they were unable to attend the academy.

Curriculum

The Weston Road Academy is committed to providing for all of its students a broad, balanced and personalised education. The emphasis, in all years, is upon providing students with a varied diet of studies across a wide range of subjects. Personalisation is achieved through high quality teaching. Further, corrective literacy and numeracy schemes and one-to-one tuition are used to support the literacy and numeracy of those students who need this.

In Year 9, students are given the opportunity to choose some of their courses to study, in order to pursue particular interests or strengths. At this “Options stage”, students are guided along a particular pathway according to their own individual strengths and weaknesses, but can ultimately make their own choices. This allows students to follow a curriculum which is balanced, stimulating and of interest to them.

Social, Moral, Spiritual and Cultural Education, Citizenship, Literacy, Numeracy, Economic Awareness, Health Education, Internationalism and Careers are delivered across the Curriculum, often in SHARE (Social, Health and Relationship Education).

In the Sixth Form we work in collaboration with four other schools in Stafford. This allows students to choose from a wide variety of academic and vocational courses.

Curriculum

The timetable operates on a 30-period week with lessons being in either doubles or singles.
The following table gives the breakdown of lessons.

Timetables

SUBJECT	YEAR 7	YEAR 8	YEAR 9
ENGLISH	4	4	5
MATHEMATICS	4	4	4
PERFORMING ARTS	2	2	1
COMPUTING AND DIGITAL LITERACY	1	1	1
SCIENCE	4	4	4
TECHNOLOGY	2	2	2
ART	2	2	2
HISTORY	2	2	2
GEOGRAPHY	2	2	2
FRENCH	3	3	3
PHYSICAL EDUCATION	3	3	3
SHARE	1	1	1

SUBJECT	YEAR 10	YEAR 11
ENGLISH	5	4
MATHEMATICS	4	5
SCIENCE	6	6
PHYSICAL EDUCATION	2	2
SHARE	1	1

Curriculum

4 BLOCKS each of 3 periods and containing a mix of the following (one of which must be an EBacc subject)

ART AND DESIGN	ICT
PERFORMING ARTS	MUSIC
BUSINESS STUDIES	PHOTOGRAPHY
COMPUTER SCIENCE	PHYSICAL EDUCATION
FOOD TECHNOLOGY	PRODUCT DESIGN
FRENCH	ENGINEERING
GEOGRAPHY	TEXTILES
HISTORY	CREATIVE MEDIA

GCSE courses are offered in all of the above subjects, but where appropriate some students are following a more vocational pathway. These include Cambridge Nationals in ICT, Cambridge Nationals in Enterprise and BTEC Performing Arts.

The Learning Support department assists students with learning difficulties or Special Educational Needs and this is organised by the Special Educational Needs Co-ordinator in close consultation with Subject Leaders. Students with SEND are able to access the full curriculum.

Sixth Form

Sixth Form students benefit from Weston Road's relationship with the Stafford 14-19 Partnership. The academy delivers English Literature, Maths, Physics, Chemistry, Biology, History, Geography, Art, Psychology, Business Studies, at A Level. Others are available through the other Stafford High Schools.

Content: Years 12 and 13 (The Sixth Form)
Sixth Form students at The Weston Road Academy usually follow a curriculum of three courses of their choice. The intention is that the courses are pursued to full qualifications, although individual circumstances are considered.

Further information about the Stafford Sixth Form Partnership can be found in the Prospectus.
Prospectus

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Contract: Permanent

required from 1st February 2027

Salary: Grade 6 (Actual Salary: £4,007-£4,345)
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Closing date: Monday 30th November, 9am

An exciting opportunity has arisen to join the Academy's administrative support team.

This is a fantastic role suited to a dedicated, well organised and creative individual with exceptional administrative skills.

The role provides an effective administrative support service to the Leadership Team, Governors and staff, including promoting the school through the production of the newsletter.

Please access the academy website at www.westonroad.staffs.sch.uk for an application form and further details or telephone the Academy on 01785 413600.

Completed application forms should be returned to Mrs Farnell at:
afarnell@westonroad.staffs.sch.uk

Please see our website for further details:

Current Vacancies

We are strongly committed to promoting and safeguarding pupil welfare and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

Closing date: Monday 30th November, 9am

The Weston Road Academy

The Weston Road Academy, Blackheath Lane, Stafford, ST18 0YG

T: 01785 413600 E: office@westonroad.staffs.sch.uk

Job Description: Leadership Support Officer

Statement of Purpose

Under the direction of senior management, to deliver an effective administrative support service to include support to Governors, the Senior Leadership Team and in the development of school publicity material, ensuring a consistent and effective image are delivered for the school.

Support to Leadership

- To provide confidential administrative support to the Leadership Team.
- To support the safe recruitment process and related HR administration including:
  - Liaison with senior staff on the composition of vacancy adverts and arrange their inclusion in appropriate publications and websites.
  - Liaison with senior staff on job descriptions, person specifications and information to be sent to candidates.
  - Collate application forms for short listing, organise interviews and collecting references and online checks.

Support to Governors

- To produce, collate and distribute governor agendas and papers so that recipients receive them seven days prior to meetings.
- Send draft copies of minutes to the Chair and Headteacher.
- Maintain a file of signed minutes as an inspection copy.
- Maintain a database of names, addresses and category of governors and terms of office.
- Maintain a register of attendance at governor meetings.
- Provide administrative support to Governors.
- Maintain and upload documents to governor hub.

Support to the Organisation

- To coordinate the production of the annual school calendar, liaising with senior management and relevant staff members on key dates.
- To promote the school through the appropriate media channels, reporting on events, competitions and visits, as necessary.
- To produce high quality documentation, artwork and photographs for the school, including coordination for the preparation and design of the school newsletter.
- To take responsibility for the quality and standard of all documentation sent out from the school through proof reading and editing.
- To liaise with relevant stakeholders to ensure accurate and consistent data and imagery is utilised.
- To provide support, where required, in relation to school activities or events.
- To coordinate school surveys.
- To provide support within the central admin team for whole school administration.
- Provide basic First Aid

Selection Procedure



Applicants are asked to send a fully completed application form to the Academy, highlighting any gaps in employment. No other letter or CV is required.

The appointment decision will take account only of the application form, lesson observation, task and interview. References will be used to confirm the decision. No unofficial soundings will be asked for or considered in the selection process.

The Weston Road Academy is strongly committed to safeguarding and promoting pupil welfare and expects all employees to share this commitment. The successful candidate will therefore need to undertake a List 99 and criminal record check via the DBS and provide references to cover a full three-year period.