



# Principal

## RECRUITMENT PACK

## A WARM WELCOME FROM NICOLA PERKIN, CHAIR OF GOVERNORS



Dear Applicant,

Thank you for your interest in the post of Principal at Woodhouse Academy in Biddulph.

We are seeking to appoint a committed and motivated leader to join our caring school community where we seek to build pupils' confidence and resilience. The successful candidate will have the capacity and capability to maintain high standards across the board and engage with the local community for the benefit of the academy.

Woodhouse Academy is recognised by Ofsted as being a good school (Ofsted February 2023) which demonstrates a caring, calm and respectful atmosphere along with a strong safeguarding culture.

The academy is an associate member with the Three Spires Trust and maintains strong links with the local schools in Biddulph. The governing body is seeking a strong leader who shares the organisation's vision and will work with it to fulfil its aspiration in an ever-changing educational environment.

This role is challenging and you will be responsible for the strategic direction of the academy including ensuring systems are in place for the effective day to day running of the school and management of the staff and budget.

If you recognise the impact that quality educational provision and teamwork can have on enhancing the ability and achievements of every pupil, then we encourage you to apply.

Please review the recruitment pack before completing your application form. We have set out in the recruitment pack our requirements for your covering letter; please do not send a CV.

On behalf of the governing body, I would like to thank you for your interest in this post and our academy and wish you every success with your application.

Nicola Perkin

**Chair of Governors**



## ABOUT THE ACADEMY

Woodhouse Middle School converted to an academy in July 2014, and is now an associate member of the Three Spires Trust with a plan to join as a full member in the coming months. As a mixed middle school, we offer specialist teaching and facilities from ages 9 to 13 with approximately 400 pupils on roll. We work closely with local first and high schools to ensure transition in Years 5 and 8 is supportive and successful.

We are passionate about caring for all our pupils regardless of background and ability, ensuring they enjoy a lively, value-based learning environment and their achievements are celebrated. Our expectations are high and pupils are motivated and challenged to do their personal best. The Academy emphasises the importance of all subjects, providing a broad and balanced curriculum in all years. The extensive programme of lunchtime and after school clubs, day and residential workshops and visits, enriches learning and character development.

Our pastoral care system is important to us; form tutors usually stay with the same class for all four years, building strong relationships with pupils and parents. Pupils are encouraged to share views and ideas as well as worries and concerns. Our Pupil Support Centre offers social and emotional interventions through group and one to one workshops and counselling. Our experienced SENDCo and team of teaching assistants provide support to pupils with additional needs.



## ACADEMY STRUCTURE

The Principal is supported by:

- Deputy Principal
- Assistant Principal
- Business Manager
- Leads of Key Stages 2 and 3
- Inclusion Manager (SENDCo)

Each year group is divided into form tutor groups; Key Stage Leads work closely with tutors to ensure pupils' needs are catered for in all aspects of school life.

Pupils are taught in mixed ability groups in all subjects except English and mathematics where they are divided into sets based on ability.

The school day starts with registration at 8.55am and tutor time/assembly. There are then five periods with an additional 20 minutes of reading time each day. The school day finishes at 3.35pm.

Woodhouse Academy is fortunate to have five acres of landscaped grounds that allow sports such as football, rugby, cricket, rounders and athletics to take place on site. In addition there is a playground with tennis and netball courts and an area with picnic benches for pupils to eat lunch outside.

Our facilities boast specialist teaching rooms which include: two computer suites, music room, library, art room, technology workshop, food technology room and two science laboratories.

## SAFEGUARDING

Woodhouse Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The school follows safer recruitment practices and successful applicants will be required to apply for an enhanced Disclosure and Barring Service check, together with all other relevant pre-employment checks including satisfactory references.

We are passionate about promoting British values, which is evidenced through our curriculum and the routines of our daily school life.

## OUR VALUES

Our values are fully embedded across the curriculum, ensuring that every aspect of learning supports students to become respectful, resilient, aspirational members of society who are ready to work for a brighter future.



## OFSTED

Our last Ofsted short inspection was in February 2023 and our school was assessed as good. Key findings from the inspection report:

- There is a calm and respectful atmosphere.
- Leadership is strong, with a perfect balance of focus on performance and personal growth in a caring culture.
- Staff are proud to work in the school; they feel trusted and supported.
- Pupils rise to challenge in every lesson, showing pride in their work.
- There is a strong culture of safeguarding within the school.
- Governors work well with leaders, providing an effective balance of support and challenge.

The full report can be found at:

[files.ofsted.gov.uk/v1/file/50212914](https://files.ofsted.gov.uk/v1/file/50212914)



## SCHOOL DATA

The academy is extremely proud of the performances in recent SAT exams, demonstrating the hard work and achievement of our pupils and teaching staff.

### Woodhouse Academy 2025 KS2 SAT Results

Subject	At Standard	Above Standard
Reading	94%	48%
Maths	84%	38%
SPAG	95%	24%
Writing	93%	13%
Combined reading, writing and maths: 80% — National 62%		





## LOCATION

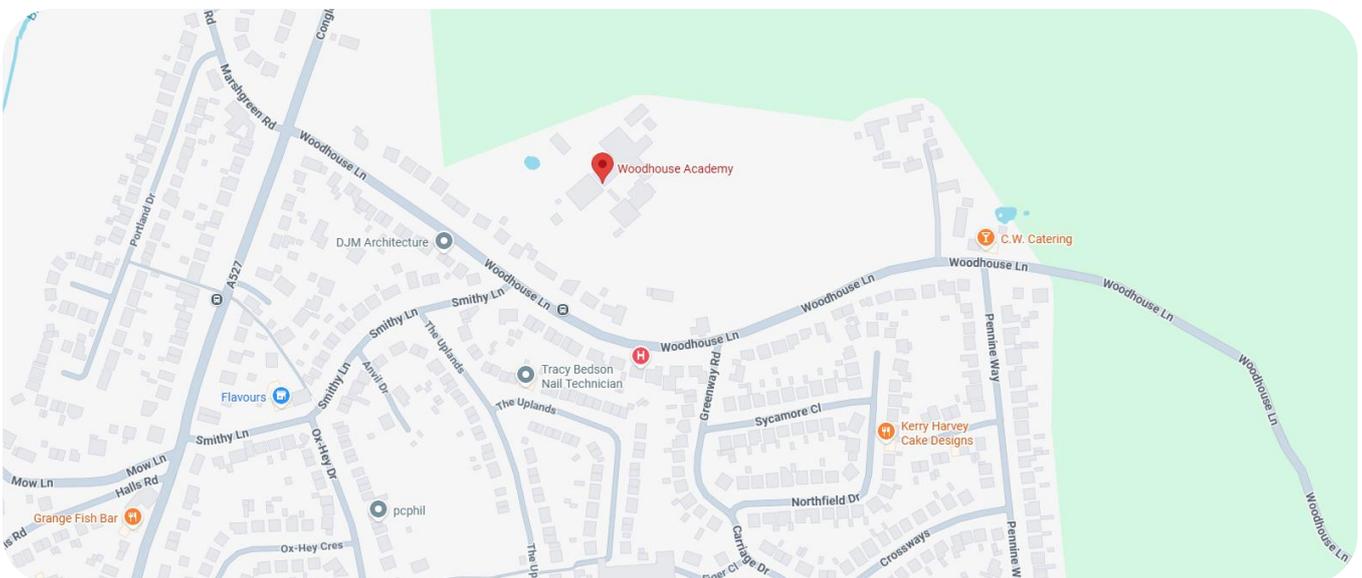
Just over eight miles north of Stoke on Trent in the Staffordshire Moorlands, Biddulph is made up of seven smaller settlements including Knypersley, Gillow Heath and Bradley Green. Biddulph has become known as the 'Garden Town of Staffordshire'.

Although originally a mining town, there is very little to see of Biddulph's industrial past. The railway is now the Biddulph Valley Way which is a walkway and part of a National Cycle Route. The National Trust Biddulph Grange gardens back onto the school grounds.

With A road access and a railway station just four miles away at Congleton in Cheshire, the town is easily accessible for commuters.

The town has a range of amenities including supermarkets and a leisure centre. Due to its convenient location near Stoke on Trent and Cheshire, there are numerous leisure activities available on the doorstep. More information at [www.biddulph.co.uk](http://www.biddulph.co.uk).

For applicants looking to relocate to the area, the overall average house price in Biddulph in the last year was approximately £220,543. Average semi-detached houses sold for £182,402 and detached houses for £324,796 (source: Rightmove).



## RECRUITMENT ADVERT

<b>Title</b>	Principal
<b>School</b>	Woodhouse Academy, Biddulph
<b>Salary</b>	L15–L21   £73,105 – £84,699 per annum
<b>Closing Date</b>	1st May 2026 at 12 noon
<b>Interviews</b>	18th and 19th May 2026
<b>Start Date</b>	September 2026 (or January 2027 for the right candidate)

Woodhouse Academy is a thriving mixed middle school located in the heart of the Staffordshire Moorlands, ensuring that all young people, regardless of background or ability, have the very best opportunities in life and achieve the highest personal academic standards.

At Woodhouse, we pride ourselves on having high standards of behaviour and respect for all, high quality tailored support for pupils with additional needs and a positive ethos of praise.

The Governors are seeking to appoint a dedicated and motivated Principal with the strategic vision to achieve excellence and drive success. As an exemplary teaching practitioner, you will ensure that outstanding quality of education is the primary objective for all teachers, working together productively and positively.

### You will bring:

- Recent successful experience as a senior leader in education
- Proven track record of raising attainment and promoting aspirational expectations
- Evidence of successfully leading school improvement
- Ability to think strategically and be an inspiring role model
- Reliability, resilience and commitment

### We can offer:

- The opportunity to work in an Ofsted Good school where the vast majority of pupils enjoy learning and progress well
- A wonderful cohort of committed and well-behaved pupils who recognise Woodhouse Academy as an excellent place to learn
- Resources to offer a broad specialist taught curriculum, enriched with a wide range of extra-curricular activities
- A committed governing body that provides excellent support to school leaders
- A team of highly skilled and dedicated staff, striving to ensure Woodhouse Academy is recognised nationally as a leading middle school

Woodhouse Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be required.

Visits to school are available on 14th and 15th April between 9:30am and 12 noon. Please contact Anna Clack, Business Manager on 01782 973604 to arrange a visit.

Further information: [www.woodhouseacademy.staffs.sch.uk](http://www.woodhouseacademy.staffs.sch.uk)





## APPLICATION PROCESS

**Principal (Permanent Full Time Position – 32.5 hours per week)**

### Key Dates

<b>School Tours</b>	14th and 15th April between 9:30am and 12 noon Contact: Anna Clack, Business Manager — 01782 973604
<b>Closing Date</b>	1st May 2026 at 12 noon
<b>Shortlisting</b>	
<b>Interviews</b>	18th and 19th May 2026
<b>Start Date</b>	September 2026 (or January 2027 for the right candidate)

We hope that you decide to apply. If you do, please submit a fully completed application form by the closing date above. Please note that we do not accept CVs and no applications will be accepted after the closing time on the closing date. Shortlisting will be based on the information contained within your application form only.

If you wish to send an accompanying letter with your application, it should be no longer than one side of A4 paper in font no smaller than 11 and focus on:

***“Why do you want to be the Principal at Woodhouse Academy at this point in your career?”***

Your application should be emailed for the attention of the Chair of Governors c/o Anna Clack at:

[a.clack@woodhouseacademy.staffs.sch.uk](mailto:a.clack@woodhouseacademy.staffs.sch.uk)

Or post it to:

Chair of Governors c/o Anna Clack, Woodhouse Academy, Woodhouse Lane, Biddulph, Stoke on Trent, ST8 7DR

For further enquiries, please contact the school on 01782 973600.



## JOB DESCRIPTION — PRINCIPAL

**Responsible to:** Governing Body

### Job Purpose

To provide dynamic and effective leadership for the Academy by seeking to achieve the highest standards of performance from staff and students, building on existing success and striving for improvement.

To formulate a vision and objectives for the Academy, establishing the policies through which they shall be achieved, managing staff and resources to raise standards across the Academy, and monitoring progress towards those goals.

### Main Responsibilities

#### Strategic Leadership

- Provide strong, motivational and purposeful leadership of the Academy that inspires staff and students to give and be their best.
- Shape a vision and implement strategic and delivery plans to secure continuous improvement in the quality of teaching and learning throughout the Academy, securing improved outcomes for pupils.
- Establish and promote an orderly, disciplined and supportive environment for all, ensuring safeguarding compliance and the wellbeing of staff.
- Ensure that all those involved in the Academy are committed to its vision and objectives, motivated to achieve them, and involved in meeting long, medium and short term targets to secure the Academy's educational success.
- Establish and maintain a commitment to the Academy's aims and values, encouraging high standards and wider aspirations.
- Build on existing strong links and relationships with parents, the local and wider community, other school/academies and stakeholders to enrich teaching and learning and inform future action and development.
- Be accountable and responsible for ensuring compliance with statutory responsibilities and the consistent implementation of all Academy policies and procedures.
- Monitor and evaluate the performance of the Academy, respond and report to the governing body enabling governors to hold the Academy to account.
- Provide a broad and balanced curriculum ensuring students enjoy and benefit from a high quality educational experience and develop as independent learners well prepared for their future lives.

#### Leading Teaching and Learning

- Review the quality of education across all areas of the Academy, ensuring provision meets the needs of all students.
- Establish and maintain an environment that promotes and secures good teaching, effective learning and high standards of achievement and aspiration.
- Determine, implement, monitor and evaluate the effectiveness of the curriculum and teaching practice, ensuring statutory requirements are met.
- Ensure positive strategies and programmes are implemented which maintain good student behaviour for learning and attendance and give support and clear guidance on exclusions.
- Determine and implement policies promoting positive strategies for ensuring good inclusion practice and processes for dealing with issues of diversity and equality for all.
- Ensure that leaders and teachers at all levels have the skills to perform their roles resulting in a tangible impact on student learning and progress — provide regular feedback to recognise good practice and support progress against professional and performance management objectives.
- Carry out the duties of a teacher as set out in the School Teachers' Pay and Conditions Document and in accordance with Teacher Standards.

#### Leadership and Management

- Promote a collaborative learning culture, working actively with all staff to ensure common alignment towards the achievement of aims and objectives.
- Ensure Academy policies and practices take account of national, local and Academy requirements.

- Develop and implement policies and practices which reflect the Academy's commitment to high achievement and which are consistent with national and local strategies and policies.
- Implement and sustain effective systems for the management of staff performance, including objective setting and appraisal.
- Provide targeted and monitored individual professional development for all staff including induction of newly qualified teachers and support staff.
- Plan, support and evaluate work undertaken by staff ensuring clear delegation of tasks and evolution of responsibilities in a manner consistent with conditions of employment.
- Provide guidance on teaching and learning methods and strategies including exemplifying good practice and acting as a model for others, coaching and mentoring colleagues and sharing good practice.
- Ensure that the Deputy Principal or suitable person assumes responsibility for discharging the Principal's functions at any time when absent from the Academy.
- Develop whole staff, teams and individuals to enhance performance and to directly impact on improving the quality of education throughout the Academy.
- Ensure all professional duties are fulfilled as specified in the School Teacher's Pay and Conditions document and in accordance with Teacher Standards.
- Participate in the arrangements made in accordance with the Teacher Appraisal Regulations and threshold assessment.

## Resource Management

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- Direct the work of the leadership team to ensure the effective, efficient and safe operation of the Academy on a daily basis.
- Provide effective and efficient organisational and financial management of the Academy.
- Ensure human and physical resources are organised and managed to meet the needs of the curriculum and compliance with safeguarding requirements.
- Monitor and evaluate budget allocation to ensure it is focused on learning priorities and Best Value principles.
- Work with governors and the leadership team to recruit, select and retain staff of the highest quality and in accordance with Academy policies and procedures.
- Ensure appropriate allocation of resources for the security, safety and operation of Academy buildings, contents and grounds.

## Accountability

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- Develop and support an ethos that enables the whole Academy to work collaboratively, share knowledge and understanding, celebrate achievement and accept responsibility for outcomes.
- Work effectively and proactively with the governing body and its Chair and respond to requirements and requests for information.
- Prepare the Academy and staff for Ofsted and other inspections including the implementation of robust self-evaluation.
- Develop and present a coherent understanding and accurate account of the Academy's performance to a range of audiences.
- Analyse and evaluate pupil progress data to inform teaching and teacher development, including holding others to account for the impact of the use of pupil premium and other targeted funding.
- Evaluate the quality of education, setting targets for improvement.

## Community and Partnership

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- Engage with the internal and external Academy community to secure equality and entitlement.
- Promote multi-agency working in order to share expertise to bring positive benefits to the Academy and other settings and enrich the students' educational experience.
- Collaborate at strategic and local levels with parents, carers and other agencies to ensure the wellbeing and safety of all students.
- Work with governors and colleagues to establish Academy values and promote them in all that you do.

## Personal and Professional Conduct

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All teachers are expected to demonstrate consistently high standards of personal and professional conduct, upholding public trust in the profession and maintaining high standards of ethics and behaviour. Teachers must

have an understanding of and always act within the statutory frameworks which set out professional duties and responsibilities.

- Treat all people fairly and equitably and with dignity and respect to create and maintain a positive Academy environment, observing proper boundaries appropriate to a teacher's professional position.
- Remain vigilant and have regard for the need to safeguard students' wellbeing, in accordance with statutory provision and Academy policies.
- Demonstrate tolerance of and respect for the rights of others and not undermining 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 that exploit vulnerability or might lead them to break the law.
- Develop and maintain a culture of high expectations of self and others.
- Regularly review your own practice and feedback from others, set personal targets and take responsibility for your own professional development.



**PERSON SPECIFICATION — PRINCIPAL**

Key: A = Application form | I = Interview | A/I = Both

Factors	Essential or Desirable	Measured by
<b>Qualifications and Skills</b>		
Qualified Teacher status	<b>Essential</b>	A
Degree or higher education qualification	Desirable	A
Evidence of further study, action research, significant curriculum development or Academy/school improvement	<b>Essential</b>	A/I
NPQH	Desirable	A
<b>Experience and Knowledge</b>		
Recent and successful experience as a senior leader in a school or academy	<b>Essential</b>	A/I
Knowledge and understanding of Middle school education and operation of an academy	Desirable	A/I
Experience of leading school/academy improvement	<b>Essential</b>	A/I
Proven track record of raising attainment	<b>Essential</b>	A/I
Experience of organisational and financial management including budget responsibilities	Desirable	A/I
Record of working with governing bodies including producing and presenting information	<b>Essential</b>	A/I
Evidence of successfully leading and managing change in pursuit of strategic objectives	<b>Essential</b>	A/I
Experience of using assessment data to track and analyse student progress and setting targets for improvement	<b>Essential</b>	A/I
Experience of coaching and mentoring colleagues to achieve continuous improvement	<b>Essential</b>	A/I
Knowledge and experience of initiating and implementing strategies to embrace multi-agency partnership working	<b>Essential</b>	A/I
<b>Practical Skills</b>		
Exemplary teaching practitioner with ability to raise and maintain high standards	<b>Essential</b>	A/I
Ability to think strategically and articulate a clear vision for the future of the Academy	<b>Essential</b>	I
Have a positive attitude and be an inspiring role model to the Academy community	<b>Essential</b>	I
Experience and success in managing organisational change including target setting, monitoring and evaluating	<b>Essential</b>	A/I
Ability to build and support a high performing leadership team	<b>Essential</b>	A/I
Ability to maintain a positive approach under pressure and meet deadlines	<b>Essential</b>	I
Excellent interpersonal skills with a variety of audiences	<b>Essential</b>	A/I
<b>Personal Skills</b>		
Resilient and dynamic leader	<b>Essential</b>	I
Reliable and dedicated professional with high expectation of self and others	<b>Essential</b>	I
Commitment to providing the best possible education for every student	<b>Essential</b>	I
Flexibility and the ability to work the hours required to get the job done	<b>Essential</b>	I
Personal presence and the ability to gain confidence of colleagues and Academy community	<b>Essential</b>	I



Woodhouse Lane,  
Biddulph,  
Stoke-on-Trent,  
ST8 7DR

[www.woodhouseacademy.staffs.sch.uk](http://www.woodhouseacademy.staffs.sch.uk)



**Woodhouse  
Academy**  
Shaping futures together