

WYMONDHAM  
COLLEGE



## Candidate Recruitment Pack

# Vice Principal

**Closing Date | Thursday 2 March 2023 (Midday)**

**Interviews | W/C 06 March 2023**

**Start | 01 September 2023**



# A welcome from the Principal

Dear Applicant,

Thank you for your interest in the post of Vice Principal (Curriculum & Standards) at Wymondham College. I hope that the information in this pack gives you a sense of the importance of this role in the continued development of our World Class School.

Wymondham College is a school community unlike any other and is the largest State Boarding school in the country with over 1300 students on role, half of whom board with us. We have a staff in excess of 400 and our campus covers 83 acres of beautiful Norfolk countryside.

We are extremely proud of our heritage and our strong academic performance underpinned by a broad and balanced curriculum and extensive Wymondham Life programme. The successful candidate will strategically lead on curriculum and standards in addition to a variety of other leadership responsibilities.

Wymondham College offers:

- A strong commitment to developing the whole child
- Achievement that is viewed in its broadest sense
- A belief that all can and will achieve
- Learning outside the classroom is highly valued and actively promoted
- Character education is integral to our work - developing resilience, self-esteem, and a can-do approach
- CPD and Staff development is central to our improvement strategy
- A diverse student community and a broad international outlook
- We never settle for less than outstanding as our latest Ofsted report indicates.
- Strong academic standards
- A culture of strong engagement and high standards of behaviour
- A World Class School
- Winner of the Secondary School of the Year (2022)

Sapientia Education Trust provides:

- Opportunities for CPD and Career Development in a rapidly growing,

successful Multi-Academy Trust

- Mentoring programmes to support senior leaders
- Links with a range of partner schools, both in Secondary and Primary

The successful candidate will be ambitious, student focused and resilient; they will believe in the power and moral purpose of education and insist on the highest standards for all of our students. Ultimately, they will want and have the capacity to make a difference. Informal visits to the College are welcomed; please contact me via Patricia Johnson, the Principal's PA, on 01953 609000, [johnsopa.ad@wymondhamcollege.org](mailto:johnsopa.ad@wymondhamcollege.org).

We hope this excites you – if it does, please apply!

Best wishes

**Zoe Fisher - Principal**



# Background Information



## The College

Wymondham College is the largest state boarding school in the UK, with around 650 boarding students and 700 day students. We are a mainstream 11 – 18 non selective state school, serving a very broad and diverse student community. We have a large Sixth form, with around 450 students. The College is proud to be one of the country's great, distinctive state schools. Over the past few years, the College has secured numerous accolades – these include: 'Outstanding' Ofsted inspections in education and boarding, World Class Schools Award, International Schools Award, Top 50 Schools Sunday Times parent power Award, Good School Guide endorsement and Pearson's Secondary School of the Year (2022).

We have a proud record of strong academic performance, with both achievement and progress significantly above national averages with over 90% of students studying the EBacc suite of subjects. After 6<sup>th</sup> form, the majority of our students go onto university, in particular Oxbridge and Russell group universities as well as a growing number of high-level apprenticeships at some



of the most prestigious organisations including Rolls Royce, Jaguar Land Rover, PricewaterhouseCoopers, Clifford Chance and Aviva.

As a boarding school, extra-curricular life and character development is core to our work. We run an extensive range of extra-curricular activities (Wymondham Life) and our students excel in a wide range of areas – Arts, Sport and International opportunities are all exceptionally strong.

## **Student Admissions**

The College has always been co-educational and has been organised in co-educational, combined day and boarding houses since the 1970s. The College is non-selective other than for a small number of places allocated for students with sporting or musical aptitude in Year 7 and the operation of a Minimum Qualifying Standard (average of grade 5.5 in best 8 GCSEs) for entry into the Sixth Form. We are heavily oversubscribed for day places, with typically over 250 applications for our Year 7 day places.

## **School Funding**

As a state funded boarding school all education at Wymondham College is free but parents (or sometimes charitable trusts or local authorities) pay a fee to cover the costs of the boarding provision at the College. The fee is much less than that which is charged by independent boarding schools and this, along with the fact that half of the College comprises of local day students whose parents pay nothing for them to attend, gives Wymondham College a very inclusive and down to earth ethos.

## **Boarding**

Boarding remains central to the Wymondham College experience. Some 650 of the College's students board on a full or weekly basis. Most boarders come from East Anglia, but there are a significant number of students from further afield in the UK, Europe, the UAE, West Africa, the Caribbean and Hong Kong. Service Children are also well represented among the student body. All students attending the College must have UK citizenship. The Ofsted Boarding Inspections in 2008, 2012 and 2017 judged boarding at the College to be 'Outstanding'. We were inspected again in 2019 and once again rated as 'Outstanding'.

## Sixth Form

The large Sixth Form of around 450 students is an important feature of the College. The Lincoln Sixth Form Centre was extended and provides over 200 boarding spaces (of which 115 are in single en suite rooms) and a focus for the life of the whole Sixth Form. Sixth Formers benefit from outstanding support and an extensive programme of enrichment opportunities, including work experience and visiting speakers tailored to their needs. The annual Lincoln Lecture is an opportunity for students to attend a lecture given by a speaker of national or international renown and there is a parallel lecture on scientific subjects, the Sam Peel Lecture. Student leadership is a major feature of Sixth Form life. Members of the Headteacher's Council are elected by their peers and undertake a wide range of representative, ambassadorial and organisational responsibilities on behalf of the student body as a whole. Student Subject Leaders are appointed by each academic department to act as advocates for the subject and to run activities and provide support for younger students. The Lincoln Junior Common Room runs a successful programme of social events for the Sixth Form.



## Brief History

Wymondham College was established in the aftermath of World War Two on the site of one of the largest American Army Hospitals in the European theatre. Its foundation was driven by the vision of Dr (later Sir) Lincoln Ralphs, then Director of Education for Norfolk. The Ralphs family remain closely connected to the College. Lincoln Ralphs's vision was to create a boarding school which would be a centre of excellence which children from all backgrounds could attend and which would bear comparison with boarding schools in the independent sector.

## Recent Developments and the creation of the Trust

The College formed a Multi-Academy Trust in early 2016, establishing the Sapientia Education Trust (SET). In September 2016 we sponsored a local primary school and since, the Trust has grown to include 10 Primary Schools and 7 High Schools from September 2022.

Wymondham College Prep School is also on the College site and is one of only two state Prep boarding schools in the UK. The state-of-the-art boarding house, Underwood Hall, is home to fifteen Year 5 & 6 children during term time. We work closely with the Prep school staff and pupils on curriculum, enrichment and boarding life.



# Our Trust

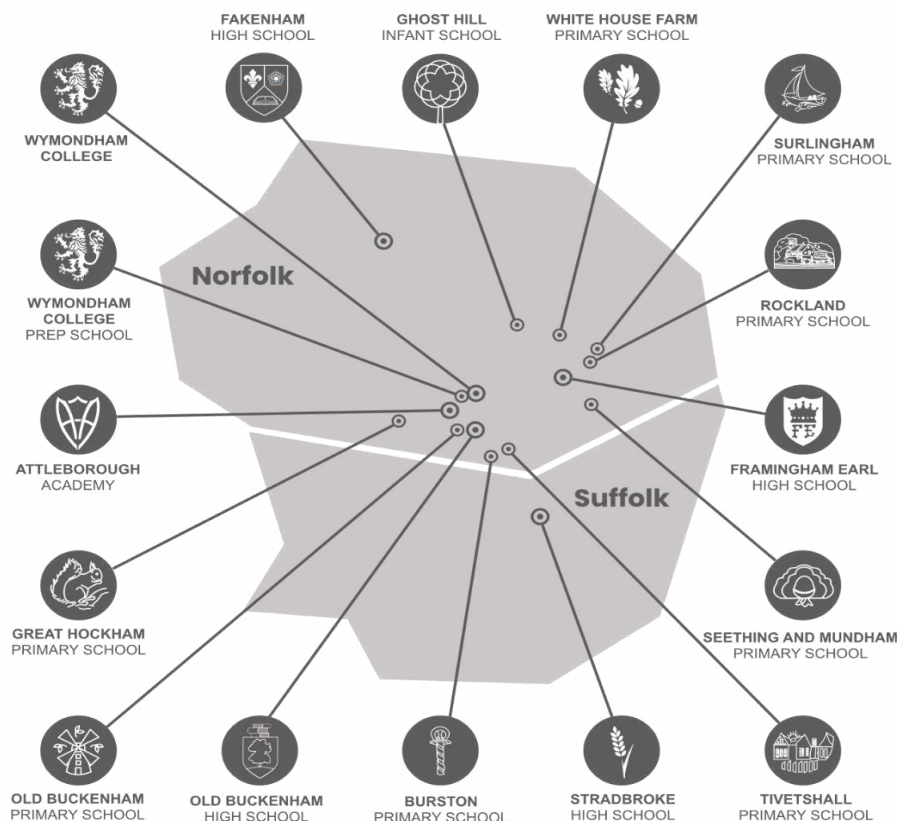
The Sapiaientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapiaientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety, ICT and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.







## Testimonials

**Sue Baldwin, Regional Schools Commissioner, wrote the following in an article for the Confederation of School trusts:**

'Many of the Trusts we work with are interested in and participating in growth and development activities. One such is Sapiientia Education Trust. Sapiientia has 17 schools – seven secondaries and ten primaries - across Norfolk and Suffolk, with seven of its schools joining in the last three years. Sapiientia grew out of the founder school, Wymondham College, which is the largest state boarding school in the country, with successive Ofsted 'Outstanding' judgements to its name. Some of the key factors of successful growth at Sapiientia have included: an excellent school improvement strategy, robust financial management, strong leadership across the trust exemplified by the CEO and National Leader of Education Jonathan Taylor, and extensive involvement and support to other schools and Trusts via vehicles such as the ENCOMPASS Teaching School Alliance (which Sapiientia is a core member of). Driving up educational standards - not only in its own schools but within the region and beyond - has been the bedrock of Sapiientia's considerable achievement.'

**Ofsted has recognised the impact of our work in a number of recent inspections:**

"Trustees and specialists employed by the trust provide skilful support to school staff. Staff morale is high, and staff say that leaders are considerate of their workload. Parents and carers are complimentary about the care and education that their

children receive. Staff are proud to work at the school." (Framingham Earl High school Oct 22)

*"Leaders and the trust have created a have created a climate where pupils and staff feel valued and supported."* (Tivetshall Primary Oct -2021)

*"Staff are proud to work at the school and say that leaders are mindful of their well-being and workload. They appreciate the wide range of professional development available through the trust, including training to improve their subject knowledge and curriculum planning."* (Great Hockham Primary – Nov 21)

*"The trust has added impetus and expertise"* (Attleborough Academy – Nov 21)

*"Staff value the training and support they receive, including that provided by the Trust"* (Burston Primary – Dec 21)

*"Leaders responsible for early years, English and mathematics have received effective support and training from the trust. Leaders are knowledgeable, enthusiastic, and clear about what needs to be done next for standards to continue to rise"* (Old Buckenham Primary – Feb 2019)



# Job description

## Vice Principal (Curriculum & Standards)

### PERSON SPECIFICATION

#### Experience

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
At least 3 years of senior leadership experience.	Essential
Professional Development in preparation for Senior Leadership.	Essential
A proven track record of outstanding teaching and learning including excellent knowledge of strategies for raising achievement and achieving excellence.	Essential
Experience of improving the quality of teaching through research informed evidence and robust quality assurance.	Essential
Experience of delivering effective whole school CPD.	Essential
Evidence of developing an effective curriculum.	Essential
Experience of strategic quality assurance of educational standards and responding effectively to findings.	Essential
Commitment to work in, and learn about state boarding	Essential
Proven recent successful senior leadership that motivates, challenges and develops students and staff and includes excellent knowledge of how to build and sustain a learning community.	Essential
Working productively with parents, and the wider community.	Essential
Experience of working with external partners on matters relating to the curriculum	Essential
An understanding of 11-18 curriculum issues and planning.	Essential
Successful systems to monitor and evaluate school performance.	Essential
Successful systems to monitor and evaluate staff performance.	Essential
An understanding of staffing models and staff recruitment.	Essential
Managing performance of staff and understanding the relationship between CPD and sustained school improvement.	Essential
An understanding of timetabling, curriculum structures and population designs.	Essential
Strategic planning processes including leading change, creativity and innovation.	Essential
Strategic financial planning, budgetary management and principles of best value.	Desirable
Working cooperatively with other professionals and institutions.	Desirable

#### Skills

Lead, inspire, challenge and empower teams / individuals to perform outstandingly.	Essential
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Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Think strategically, build and communicate a coherent vision in a range of compelling ways.	Essential
Emotional resilience in working through challenges.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Give and receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration and networking for the benefit of pupils.	Essential
Demonstrate 'political' insight and anticipate trends.	Desirable
Demonstrate an understanding of boarding.	Desirable

### Personal Attributes

Passionate about education and educational issues.	Essential
Constant drive for improvement.	Essential
Ability and energy to inspire the best in others.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to significant continuous professional development.	Essential
Culturally agile and adaptable.	Essential
Personal confidence, determination and resilience.	Essential
Personal impact and presence.	Essential
Displays sensitivity.	Essential
Understanding of the complex and demanding environment of a boarding school community.	Essential
Sense of humour and approachability.	Essential
Keen for the potential of further career development.	Desirable
Both a team player and a leader.	Essential
Displays emotional resilience.	Essential
Commitment to work in and learn about state boarding – previous state boarding experience is not necessary.	Essential

## JOB SPECIFICATION

### General Responsibilities

The Vice Principal (Curriculum and Standards) will be responsible to the Principal for the oversight of the curriculum including the strategic intent, planning, delivery and its effectiveness on student progress and outcomes at whole College and subject level, working closely with the Vice Principals for Teaching and Learning, and student achievement and progress. In addition, the responsibility for the



curriculum will include strategic oversight of the curriculum offer, curriculum structures and population designs. The role will be responsible for the quality assurance of College standards to ensure our students receive a world-class experience. In addition, the post holder will oversee staffing including structures, cover and staff absences working closely with HR. The role will have strategic and operational oversight of College admissions including in year admissions, leavers and alternative provision. They will be a member of the Senior Leadership Team and will participate in the College's assembly and duty rotas.

The Vice Principal (Curriculum and Standards) will be required to undertake Safeguarding training to enable them to become a member of the Safeguarding Team at the College. In addition, the post holder will be expected to complete the 'Safer Recruitment' course to enable them to interview candidates for teaching posts.

In addition, the VP will also be employed as a teacher and will be responsible to the Principal for teaching classes in the College using their skill, experience and best endeavors. This includes the requirement to work on Saturday mornings. Additional holiday entitlement compensates for Saturday morning work. A contribution to the wider life of the College is an expectation of all staff and supporting extra-curricular activities. Experience of working in boarding is not necessary however there will be a commitment to work in, and learn about boarding.

The post holder will be required to be a member of the Senior Duty Team taking responsibility for critical incident emergency cover in the College at the evenings, at weekends and in the holidays as part of a rota and will contribute to the assembly programme.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

## Specific Responsibilities

- Lead on the curriculum to ensure a world class education is provided to all students. This includes:
  - Curriculum intent at whole college and subject level to ensure they complement and reflect the ethos of the College and meet the needs of all our students, including those with SEND
  - Ensure the curriculum is sequenced so that learning is progressive and enables students to revisit and apply their learning
  - Work closely with the VP Teaching and Learning to ensure the curriculum is implemented effectively as intended
  - Work closely with the VP for Achievement and Progress to ensure the curriculum is effective in ensuring students achieve well
  - Ensure the curriculum is enhanced to support the holistic development of students through strategically planned enrichment
  - Ensure the curriculum offer is ambitious and meets the needs of the students
  - Ensure the curriculum is effectively structured and financially viable through intelligent timetabling, population designs and staffing
  - Lead Heads of Department in the development and delivery of their curriculum, including enrichment
- Lead on the quality assurance across the college to ensure excellent standards are met and students receive an exemplary experience
- Oversee the teaching staff at the College to ensure that the curriculum is effectively staffed
- Oversee staff absence including the monitoring and reporting of staff absence and cover, working closely with HR
- Ensure the curriculum is sufficiently staffed, making evidence-based recommendations to the Principal
- Oversee the induction of students into the College, including annual and in year admissions to ensure a smooth educational transition
- Oversee students that leave the college to ensure they are well supported, and appropriate advice and guidance and provision is in place, reporting to external agencies as required.
- Oversee, monitor and review alternative provision to ensure it is appropriate and fit for purpose
- Be responsible for the development and review of relevant policies in line with Trust and DfE guidance and statutory requirements
- Attend Trust meetings and provide reports as required;
- Participate in the College programme of Performance Management and Continuing Professional Development.
- Departmental line leadership responsibilities
- Undertake other reasonable duties as directed by the Principal.

### **Safeguarding Responsibilities:**

- Undertake the responsibilities of an Alternate Designated Safeguarding Lead for Safeguarding and be part of the Safeguarding Team as required



# Terms and Conditions

This post is offered on a full-time, permanent basis and is based at Wymondham College.

## **Remuneration**

L22-25 on the leadership spine / £74,283 - £79,949 per annum appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.

Wymondham College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time, and a SODEXO benefits package to all staff.

## **Pre-employment checks**

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.



## Interview process

**Application will be considered upon receipt.**

### Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will be over 1 day and will include:

- Lesson observation and feedback
- Values based interview
- Pupil panel
- School Improvement task
- Meetings with staff, and pupils
- Final panel, including presentation

### How to apply

Complete an online application form via our website - <https://bit.ly/3RpPSzU>

Please explain how your experiences to date equip you to lead a world class education at Wymondham College. Please limit to 1000 words.

### Pre application visit

If you would like to visit the school or would like an informal discussion, please contact Patricia Johnson, PA to the Headteacher by calling 01953 609000 or emailing [johnsopa.ad@wymondhamcollege.org](mailto:johnsopa.ad@wymondhamcollege.org).



**Sapientia**  
EDUCATION TRUST

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