

# Headteacher Application Pack



**WESTWOODSIDE**  
CHURCH OF ENGLAND ACADEMY

“Be a light for other people. Live so they will see the good things that you do.  
Love so they will praise your Father in heaven.”

*Matthew 5 v 16*



## From the Chair of Governors

Dear Applicant,

Governors thank you for your interest in the role of Headteacher of Westwoodside Primary Academy.

Our Headteacher is moving on to a larger school and although we are disappointed to lose a popular and successful Headteacher we believe that this is an exciting opportunity, and that the successful applicant will be joining a friendly and welcoming school with a strong, caring Christian ethos.

We have been a standalone academy since September 2012, but we still work closely with, and are supported by, the Local Authority and the Diocese and we retain our strong links with other schools.

Governors are eager to appoint a new headteacher and want to work in

partnership with them to further develop and improve the school. We will be concerned for their wellbeing, work-life balance, and professional development and are committed to supporting the successful candidate.

We want our new headteacher to have highly developed emotional intelligence and the ability to build effective relationships with all stakeholders. They will need to be able to challenge positively and lead change effectively.

We are very proud of our school, its wonderful pupils and caring staff who have met the challenges of the past two years with compassion, hard work and the ability to smile when asked to change weeks of planning overnight! Our teachers are an effective team who are professional, friendly, and committed to providing our pupils with every opportunity to enjoy each day whilst achieving their potential.

We are a rural primary school with a roll of 150 across EYFS, KS1 and KS2. We provide a breakfast club, after school clubs and have a nursery. We value our community links and work with community groups including local care homes and the Social Sixties group.

As a church school we have close links with the parish church of St Nicholas in Haxey.

There is no doubt that this will be a challenging and fulfilling role which will offer many opportunities for the successful candidate to make a real difference in our school. We offer a warm, caring, and welcoming environment with committed staff, engaged parents, encouraging governors and, most of all, receptive children who want to learn and succeed.

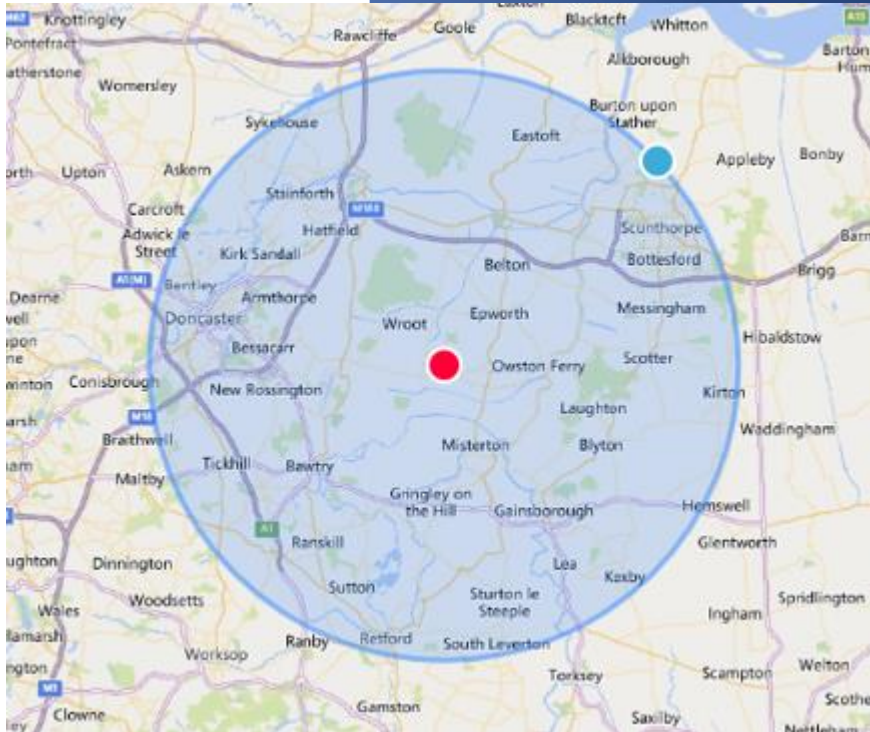
If you are interested in this vacancy, please contact the school office and we will arrange for a governor to show you around school.

Yours faithfully,

*Maria Potter*

Maria Potter  
Chair of Governors  
On behalf of all the governors of  
Westwoodside C of E Academy  
Website – [westwoodsidecofeacademy.co.uk](http://westwoodsidecofeacademy.co.uk)  
Email – [businessmanager@www.academy](mailto:businessmanager@www.academy)

# Our Location



Westwoodside is a peaceful village in the rural Isle of Axholme

We are around 20 minutes drive from the A1, M18 and M180

Doncaster, Scunthorpe, Gainsborough and Retford are all within 12 ½ miles of our School

# Our School Site



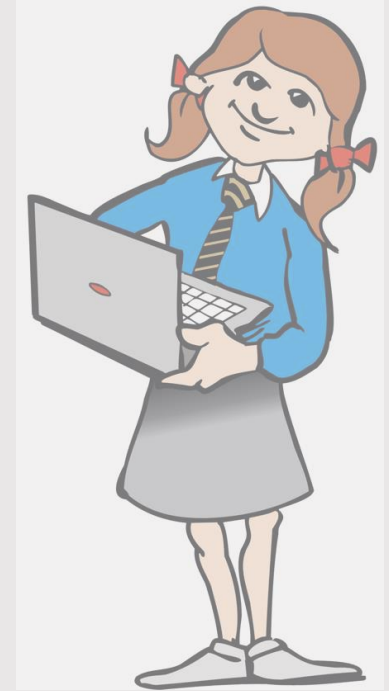
# Our School Site

We are very lucky to have a larger than average site including a fantastic field for sport and beautiful areas for outdoor learning.

We also have a greenhouse for Gardening Club!



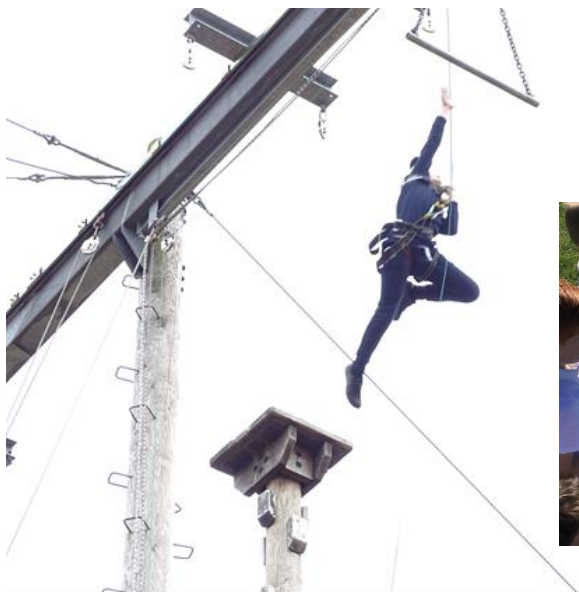
# Our School Site



# Our Pupils



# Our Pupils







Haxey Parish Church is an active Anglican church at the heart of the parish of Haxey, which includes the villages of Haxey, Westwoodside, East Lound and Graizelound. It is known locally as the "Cathedral of the Isle" being the largest church building in the Isle of Axholme.

The Vicar, Families Worker and other members of the church come into school regularly for collective worship among other things. The children come to the church for a variety of services throughout the year - including the parade services and workshops.

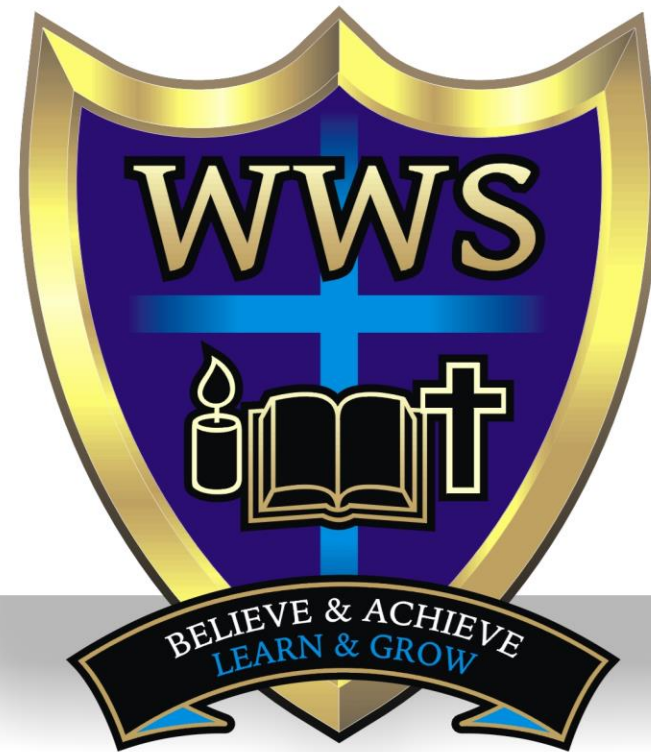


## Haxey Parish Church

Headteacher Advert

Job Description

Person Specification



**WESTWOODSIDE**

CHURCH OF ENGLAND ACADEMY

## Headteacher for January 2022 (flexible for the right applicant). L11 – L17

The Children, Staff and Governors are seeking to appoint a dynamic Headteacher with vision and drive for our wonderful village school. We are a standalone Primary Academy consisting of 150 pupils with Nursery provision.

Westwoodside Church of England Primary Academy has been judged to be 'Good' by Ofsted (March 2020) and is a school which puts its Christian ethos at the heart of its philosophy. We received a 'Good' SIAMS judgement in November 2015.

We are fortunate to have a large site in the heart of the village of Westwoodside in the Isle of Axholme, which is around 20 minutes from all the local towns of Scunthorpe, Retford, Gainsborough and Doncaster.

The Governing Board are looking for an innovative and creative Headteacher with a passion for their work, a strong vision and a good business mind, to lead our enthusiastic team through the next stage of development, taking us from strength to strength.

This post would be suitable for an experienced senior leader with an in-depth knowledge of Primary education. An understanding of business development and an imaginative way of thinking would also be highly desirable. Whilst an understanding of Church Schools is not essential, applicants will need to show a willingness to embrace and develop the Christian vision and ethos of our school.

We are looking for a Headteacher who will:

- Build on existing successes, identify opportunities for development and continue to embed the school vision and Christian ethos.
- Have an empowering and approachable leadership style which motivates, inspires and challenges the school community in its broadest sense.
- A collaborative approach to partnership working with other organisations and all members of the school community.
- Have a clear vision and the ability to plan strategically for the school to ensure its future success.
- Have the motivation and drive required to deliver plans which develop and realise the school's full potential and maximise the outcomes for all stakeholders.

In return, we can offer:

- An enthusiastic group of children with a zest for learning.
- A dedicated, experienced and supportive staff team who are fully committed to building on our good provision and who put the children at the heart of what they do.
- A supportive Governing Board who are committed to the school's future success.
- A good school that wants to be better

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

Visits to the school are welcomed and strongly encouraged. If you would like visit please contact our Business Leader on 01427 752355 to arrange a convenient time.

Closing date: 5pm on Friday 8<sup>th</sup> October 2021. Shortlisting: Monday 11<sup>th</sup> October. Interviews: Thursday 21<sup>st</sup> October and Friday 22<sup>nd</sup> October



# Job Description

## General Duties

The Headteacher shall carry out the duties of a Headteacher as set out in the current School Teachers Pay and Conditions Document and any subsequent document which may replace it.

The Headteacher has overall management responsibility for Westwoodside CE Primary Academy:

- Internal organisation
- Management of the school – in accordance with the current Teacher's Pay and Conditions Document, the policies of the Westwoodside Academy Trust and Governing Board. (Including the budget), applicable legislation.

The Headteacher, working with the Governing Board will:

- Develop a strategic view for the school in its community
- Analyse and plan for its future needs, development and improvement
- Ensure effective management in the context of School and LA policies

## Specific Responsibilities

### Ethos

- To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged.
- To ensure the Church school values and vision permeate every aspect of school life.
- To maintain high morale and to set an example of professional standards and leadership.
- To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone, with regard to school policies (equality/anti-prejudice/anti-bullying).
- To have responsibility for promoting and safeguarding the welfare of all learners.

### The Organisation and Management of the school

- To assume responsibility for the overall internal organisation and management of the school and to exercise supervision over teaching and support staff.
- To manage the process for selection and appointment of appropriately qualified teaching and support staff, and to provide information about staff which may be relevant to their future employment.
- To deploy and manage all teaching and support staff and allocate particular duties to them consistent with their conditions of employment and job descriptions. This includes delegation of some of the Headteacher's duties and responsibilities to others if appropriate.
- To participate in teaching, to such an extent as may be appropriate, (including PPA time in line with current guidelines) whilst having regard to the Headteacher's leadership, other functions and duties.
- To ensure that teaching absences are appropriately covered and managed.

# Job Description

## Pupils

- To have overall responsibility for the health and safety of all staff and pupils.
- To have up to date knowledge of relevant legislation and guidance, in relation to working with, and the protection of, children and young people.
- To display commitment to the protection and safeguarding of children and young people.
- To ensure the social, emotional and pastoral needs of the pupils are recognised and met, especially in relation to Pupil Voice.
- To ensure pupils are always engaged in safe and healthy educational activities in a school environment.
- To promote an inclusive and diverse environment for all our learners
- To ensure maintenance of good order and discipline in line with the school's behaviour policy.
- Hold and articulate Christian values and moral purpose, focused on providing a world class education for the pupils.

## Staff

- To ensure that all staff have requisite non contact time in accordance with their role.
- To ensure that appropriate levels of personal management (including wellbeing), mentoring, and professional development are available to all staff.
- To evaluate the standards of teaching and learning in the school, and ensure that proper standards of professional performance are enhanced and developed.
- To empower all staff members in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management, and valuing each individual's contribution and responsibilities.
- To ensure that teachers receive information needed to carry out their professional duties effectively (including advice from the diocese, LA and DfE).
- To fulfil the requirements for the appraisal of staff and to involve staff in decision making processes related to school development.
- To monitor and review staff deployment and ensure the most effective use of human resources.
- To ensure all entitled staff take breaks of reasonable length during each school day.
- To carry out required personnel procedures including disciplinary procedures.
- To maintain positive relationships with Staff Unions and Professional Associations.
- Maintain and enhance the strong Christian ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

## Governing Board

- To encourage all Governors to participate in school life and activities.
- To attend all Governing Board and committee meetings.
- To provide comprehensive and timely reports for Governing Board and committee meetings.
- To work with Governors to produce the School Development Plan
- To ensure Governors are fully conversant with the workings of the school and to assist and support them in the fulfilment of their responsibilities.
- To present Diocesan LA and DfE advice to Governors when formulating policy.

# Job Description

## School Improvement

- To formulate and develop strong and clear leadership in line with all current legislation.
- To formulate the overall aims and objectives of the school, and policies for their implementation, and to ensure that they are effectively communicated and understood by staff, parents and others with a legitimate interest in the life and work of the school
- To keep the work and organisation of the school under review, maintain a development plan, and ensure its implementation in the context of the school's budget, and school, LA and national developments.
- To initiate and maintain effective administration procedures and records to ensure the efficient operation of the school.
- To complete any statistical returns, follow given procedures and write any necessary reports which may be required by the LA and other relevant bodies, in compliance with current Data Protection legislation.

## The Curriculum

- To develop, implement and monitor curriculum policies within the school.
- To ensure a broad and balanced curriculum, relevant to the abilities, aptitudes and needs of all pupils, set firmly within the framework of the National Curriculum, and with scope for differentiation to cover the full age and ability range within the school, and cross-linked between subject areas.
- To have careful regard to the Early Years and Foundation Stage Curriculum, and how this feeds into the National Curriculum.
- To ensure that there are appropriate schemes of work and planning methods to cater for both individual pupils' learning needs, and the creative delivery of the curriculum, and to monitor their implementation.
- To ensure that adequate and appropriate records of pupil performance are maintained to promote continuity of learning and progress in school and on transfer.
- To ensure that each pupil has a carefully considered Individual Learning Plan that reflects their learning needs and is regularly reviewed and reformulated.
- To ensure that the National Curriculum, Religious Education, PHSE and Citizenship are delivered as a minimum requirement and that collective worship takes place in accordance with legal requirements.
- To ensure the school takes account of local and national initiatives and policies relevant to teaching and learning.
- To ensure the ongoing monitoring, regular evaluation and development of the curriculum by maintaining close links with classroom practice and teaching throughout the school when the opportunity arises and on a timetabled basis.
- In consultation with staff, to develop appropriate criteria for the evaluation of the effectiveness of both teaching and learning, and to use the results to initiate improvement and development.

# Job Description

## **Finance, premises and resources**

- To manage all the financial resources available to the school taking into account the changing needs of the school population, the school development plan, and the need to maintain the high and well regarded status of the school.
- To manage financial resources made available to the school by private means.
- To maintain appropriate records, accounts and monitoring information, ensuring all conditions are met in line with current legislation.
- To propose to the Governing Board a balanced budget that meets the needs of the school and takes particular cognisance of the School Development Plan.
- To monitor the monthly budget reports and to take action as appropriate.
- To work with the Business Manager to present the termly budget reports to the Finance Committee with an analysis of the figures therein.
- To take opportunities to generate new income for the school where appropriate, advising and making recommendations to the Governing Board for their approval.
- To supervise the maintenance and security of equipment and accommodation.
- To provide an appropriate safe and stimulating environment within which high quality educational opportunities will be made available to all pupils. This will include oversight, monitoring and evaluation of services provided by the LA and other agencies.
- Ensure that the building and its contents are well maintained, cleaned and repaired as necessary.
- To allocate, supply and maintain resources and equipment in line with school policies and development plan.

## **Parents/carers**

- To ensure that parent/carer participation is fully encouraged and that parents/carers have appropriate access to all aspects of planning for their child, information about school policies and developments, and are made to feel welcome in school.
- To have due regard for parents'/carers' needs, requirements and entitlements and to provide counselling and guidance to learners and parents/carers as appropriate, and to liaise with other agencies on their behalf.
- To ensure that statutory requirements for reporting to parents/carers through the Annual Report and the Annual Review of the EHCP are met, and that the school's own procedures for informing and reporting to parents are followed.

## **Liaison**

- To maintain the schools high profile within the community, developing the school as an integral part of the community and to include it in the life of the community wherever possible.
- To develop and promote effective communication processes with all involved in the school, including being available to colleagues and Governors, to discuss matters of concern to them.
- To work collaboratively with other settings to share best practice.
- To link and work collaboratively with the LA, statutory and voluntary agencies, local businesses, link schools and the wider community, ensuring multi-professional working in line with good practice for pupil learning and welfare.
- To ensure compliance with LA, Diocese and DfE policy requirements in consultation with Governors and staff.
- To consult with the LA, Diocese and DfE representatives as appropriate.
- To assist in the education and training of those who may, in the future, work within the field.
- To ensure efficient and effective collaboration with colleagues working within school, in order that their contribution to each pupil's progress is fully incorporated into planning and practice.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE	HOW MEASURED
EDUCATION, TRAINING AND QUALIFICATIONS	<p>Qualified teacher status</p> <p>Recent and relevant training and development in leadership and management</p>	<p>Degree</p> <p>Post-qualification award-bearing (including 1st and 2nd degree) INSET</p> <p>Has updated professional training including management development.</p> <p>Achieved NPQH (does not apply to existing Heads)</p>	<p>Application form</p> <p>Interview</p> <p>Reference</p>
EXPERIENCE	<p>Experience of primary age range</p> <p>Evidence of successful senior management experience in the primary phase</p> <p>Curriculum leadership and raising standards</p> <p>Building and maintaining effective relationships with governors, parents, the community and the local authority that enhances the education of all pupils</p> <p>Proven skills of teaching; strategic planning and management; resource management</p> <p>A commitment to embrace the Christian ethos and embed the church school values.</p> <p>Current/recent experience of working in an educational setting</p>	<p>Deputy Headship / Headship / Senior Leader</p> <p>Successful working with the local community</p> <p>Experience of working in an environment of mixed age classes.</p> <p>Has successful experience of developing a strategic view for the future needs and development of the school</p> <p>Understanding the importance of the quality of the Early Years Provision</p> <p>Understands the distinctive nature of a Church school.</p> <p>Able to manage own workload and that of others to allow an appropriate work/life balance with the support of the senior leadership team and governors</p>	



	ESSENTIAL	DESIRABLE	HOW MEASURED
LEADERSHIP AND MANAGEMENT	<p>Understanding of: The role and accountability of a head teacher</p> <p>Models of effective learning and teaching.</p> <p>Models of behaviour and attendance management</p> <p>Strategies to promote individual and team development</p> <p>Current educational priorities, legislation and developments and recent curriculum initiatives</p> <p>Successful management of staff development processes, personnel issues and health and safety issues</p> <p>School improvement strategies to include; raising attainment: data analysis, target setting and performance management.</p> <p>School improvement planning</p> <p>Financial planning and budget management</p> <p>Successful management of strategies for monitoring the quality of teaching and learning, pupil outcomes and quality of provision.</p>	<p>The work of other agencies and opportunities for collaboration</p> <p>Global initiatives in Education</p> <p>Has led a vision for change, creativity and innovation</p> <p>Working with, and understanding the role of school governors</p> <p>Counselling</p> <p>Utilisation of research evidence to support teaching and learning.</p>	<p>Application form</p> <p>Interview</p> <p>Reference</p>

	ESSENTIAL	DESIRABLE	HOW MEASURED
LEADERSHIP AND MANAGEMENT	<p>A need for a clear vision and philosophy to take the school forward in a range of compelling ways.</p> <p>Developed philosophy to include Inclusion, Ethos, Pupil Management, Behaviour, School Improvement and Diversity.</p> <p>School self-evaluation and its relationship with the process of school development and improvement Safeguarding in a school setting</p> <p>Skills: Collaborative working and networking with others within and beyond the school</p> <p>Partnership working to secure the commitment of the wider community</p> <p>Working with other agencies to support inclusion within the national children's agenda</p> <p>Outstanding strategic leadership skills</p> <p>Well-developed interpersonal and communication skills (including written, oral, ICT and presentation)</p> <p>To deliver the principles and practices of effective teaching and learning.</p>		<p>Application form</p> <p>Interview</p> <p>Reference</p>

	ESSENTIAL	DESIRABLE	HOW MEASURED
LEADERSHIP AND MANAGEMENT	<p>The delivery (use and impact) of new technologies to support teaching and learning</p> <p>Understanding of the role work/life balance plays in successful organisations</p> <p>Drive, enthusiasm, determination and passion to see children learn and achieve</p> <p>Ability to listen</p> <p>Qualities to be able to inspire and lead staff, pupils and parents</p> <p>Ability to exemplify change management</p>		<p>Application form</p> <p>Interview</p> <p>Reference</p>
PERSONAL QUALITIES	<p>Commitment to supporting the school's Christian ethos.</p> <p>Commitment to developing the school at the heart of the community</p> <p>Drive, enthusiasm, determination</p>		<p>Application form</p> <p>Interview</p> <p>Reference</p>

Thank you for your interest in our school. We hope to meet you soon.



**WESTWOODSIDE**  
CHURCH OF ENGLAND ACADEMY

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