



# Recruitment Pack

Tees Valley Education



## Wilton Primary Academy

Job Ref: WPA067



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**TEES VALLEY**  
**EDUCATION**  
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# WELCOME LETTER FROM THE TRUST



**TEES VALLEY**  
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Dear Applicant

Thank you for expressing an interest in applying for Head of Academy at Wilton Primary Academy, a position working with Tees Valley Education Trust, which has arisen due to Wilton joining the Trust in August 2018.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives. The Trust has seen a 26% improvement in outcomes across KS2 over the last three years and therefore, if you are successful, you will be joining a highly proactive and committed education team.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be encouraged to develop both personally and professionally, as well as contribute to the ongoing curriculum developments and subsequent improvements in children’s life chances.

Enclosed with the recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

**Katrina Morley**

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

## Head of Wilton Primary Academy

Wilton Primary Academy

**Status: Permanent**

**Hours: Full Time**

**Salary: L6 to 12 (£45,213 - £52,414)**

**Commencing: 23<sup>rd</sup> April 2019**

**Reporting to: Executive Head Teacher of Dormanstown Primary and Wilton Primary Academies**

Wilton Primary Academy is a small school located in an urban village setting. Wilton is a vibrant, small primary school which serves a community with socio economic challenges and is dedicated to attaining high standards for its pupils. This Head of Academy role would be ideally suited to a forward thinking school leader who is looking to develop their own practice in a collaborative and supportive partnership. The successful candidate will need to have strong leadership skills, together with an understanding of excellent teaching and learning practice and be committed to work in partnership with the Executive Head Teacher to lead the school forward to its next stage of development.

The Head of Academy will lead the day-to-day running of the academy, the strategic development of teaching and learning across school and provide an outstanding role model for all. A part time teaching commitment is part of this role, enabling the successful candidate to remain at the forefront of excellent practice. The Head of Wilton Primary Academy will be supported in their role by the Executive Head Teacher who was Head Teacher at Wilton Primary, prior to appointment to the current appointment.

Wilton Primary converted to an Academy and joined Tees Valley Education Multi-Academy Trust on 1<sup>st</sup> August 2018. The academy is rapidly improving and is a genuinely enjoyable place in which to work. Wilton Primary maintained its Ofsted rating of a good school at its most recent monitoring visit.

The Executive Head Teacher and the Trust acknowledge the importance of the role of the Head of Academy and will actively offer long term support, encouragement, CPD and realistic challenge to the successful candidate.

### **We are looking for someone who:**

- Is an outstanding practitioner who can raise standards with proven experience of accelerating progress;
- Is an inspirational leader and teacher who can lead by example;
- Has proven experience of whole school leadership and the ability to communicate and deliver on a clear vision for school improvement;
- Is an outstanding team player;
- Has the ability to work with children with a variety of needs;
- Has the ability to work as part of a forward looking strategic leadership team.

### **In return the successful candidate will:**

- Be a member of a strong team of professionals;
- Be supported through a professional development programme including coaching and mentoring;
- Work in an academy with high aspirations for all of its pupils and staff;
- Work within a supportive Multi Academy Trust.

**This is a superb opportunity to develop and progress professionally and to impact on children's learning.**

Visits to the academy are encouraged and can be arranged by contacting Mrs Molnar, Academy Business Manager on 01642 453374.

## HOW TO APPLY

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Application packs can be downloaded or printed directly from the Trust website [www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk) or requested from the Academy. Only applications on Trust's official application form will be accepted.

If you are submitting your completed application, form by e-mail via [TVEWilton@tved.org.uk](mailto:TVEWilton@tved.org.uk) please be aware that the academy cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mrs Alison Hill:

**Wilton Primary Academy**  
**Pasture Lane**  
**Lazenby**  
**Middlesbrough**  
**TS6 8DY**

If you have any queries about the application process or the position please feel free to contact Mrs Alison Hill, Executive Head Teacher on 01642 453374 or email [alison.hill@tved.org.uk](mailto:alison.hill@tved.org.uk).

**Closing Date: 8<sup>th</sup> February 2019, 9:00 a.m.**

**Shortlisting: 8<sup>th</sup> February 2019**

**Interviews: 14<sup>th</sup> February 2019**



## JOB DESCRIPTION HEAD OF WILTON PRIMARY ACADEMY



### Location

Wilton Primary Academy, Redcar & Cleveland

### Reporting to:

Executive Head Teacher

### Introduction

This appointment is subject to the current conditions of service for head teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. This job description for this role is based on the key areas identified in the National Standards of Excellence for Head Teachers published by the Department for Education (January 2015). It also reflects the appointment of the current Head teacher to an Executive Head teacher role at both Wilton Primary Academy and Dormanstown Primary Academy, both academies are within Tees Valley Education Trust.

In carrying out the duties the Head of Wilton Primary Academy shall work in close support of the Executive Head Teacher to enable operational facilitation and shared strategic planning of outstanding provision to be offered to all children.

## THE ROLE OF THE HEAD OF WILTON PRIMARY ACADEMY

The strategic direction and development of the Academy stems from the educational vision of the Executive Head Teacher and the Trust. The Head of Wilton Primary Academy, will work with the support of the Executive Head Teacher, to ensure that leadership demonstrates commitment to promoting and developing the academy's distinctive identity through the search for excellence in all areas of its work.

The Head of Wilton Primary Academy will be the lead learner, leading teaching and learning which supports and recognises the attainment and progress of pupils in all areas, within a climate which promotes exemplary learning behaviours.

## THE FOUR DOMAINS

The *National Standards of Excellence for Head Teachers* are set out in four domains.

'Excellence as Standard' domains:

- Qualities and knowledge
- Pupils and staff
- Systems and process
- The self-improving school system

## QUALITIES AND KNOWLEDGE

- Work with the Executive Head Teacher and other stakeholders to ensure the academy's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the academy and Trust values in everyday work and practice.
- Effectively manage the school on a day-to-day basis, provide strong leadership and excellent role model.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around them.
- Secure a climate for the exemplary behaviour of pupils.
- Support the Executive Head Teacher in creating and maintaining good working relationships amongst all members of the school community and strong working partnerships with parents and carers.
- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document.

## PUPILS AND STAFF

- Work with the Executive Head Teacher to provide an environment in which all staff and children are enabled to achieve success and supported to realise their potential.
- Continue to raise standards of achievement, be responsible for day-to-day management of the children, staff, resources and building so as to promote and secure the achievement and well-being of all children and adults.
- Give priority to developing exceptional quality teaching and learning across the academy.

- Maintain a consistent and continuous focus on children’s achievement and attainment, making sure that assessment for learning is outstanding throughout the academy and that all teaching staff use data highly effectively and efficiently.
- Create a culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning.
- Ensure that the academy works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, social, emotional, cultural and health needs of all children at Wilton Primary Academy.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulation, and moral duties in accordance with the expectations at Wilton Primary Academy.
- Encourage and model initiative, team work and working in partnership to evaluate, reflect and actively appraise pedagogy.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning.
- Undertake the performance management of all staff in support of planned CPD and ethos development.
- Be closely involved with the Executive Head Teacher in recruiting, retaining and deploying staff appropriately so that the goals and targets for the academy can be achieved.

## SYSTEMS AND PROCESSES

- Support the Executive Head Teacher in developing both strategic and operational plans for securing the vision and direction of the academy.
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirement.
- Maintain the curriculum and pastoral care of the Academy so that it is appropriate to the children’s differing experiences, interests, aptitudes and backgrounds.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place together with an effective system for assessing, recording and reporting of children’s progress.
- Ensure the highly effective management of children’s pastoral well-being and behaviour is actively promoting outstanding outcomes.
- With the support of the Executive Head, effectively manage, encourage, develop and support staff and actively and visibly demonstrate responsibility towards them, including overseeing appraisal procedures.
- Work with the Executive Head, staff and governors to rigorously evaluate progress towards targets and outcomes and report at Challenge Board.
- Work with the Executive Head Teacher on setting and using the academy budgets to deliver a quality education and manage the agreed budget on a day-to day basis.
- Promote and safeguard the welfare of all children within the Academy by ensuring that the policies and procedures relating to safeguarding children and child protection and fully implemented and followed by all staff.

## THE SELF IMPROVING SCHOOL

- Encourage purposeful and strong inter-academy links across the MAT and between partner and local schools.
- Engage with a range of research – by the Trust and external organisations to contribute to local, regional and national policy development.
- With support, exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the academy sustainability.
- Promote high standards of individual pupil and academy achievement and ensure the development of a stimulating and supportive learning environment.
- Promote an ethos in which individual pupil responsibility for learning, positive behaviour, personal development and achievement is fostered; set high standards and expectations for high academic standards within and beyond own academy, recognising difference and respecting cultural diversity within contemporary Britain.
- Monitor, review and evaluate the standards of teaching and learning within the school and ensure that proper standards of professional performance are established and maintained.

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to work across the academy group, including for Trust wide initiatives.

The job holder may be required to undertake additional training.

## PERSON SPECIFICATION

### QUALIFICATIONS & EXPERIENCE

Qualified Teacher Status (QTS)	E (1)
Experience across the primary age range(s)	E (2)
Evidence of recent senior leadership experience	E (3)
Evidence of recent, appropriate leadership development and professional study	D (1)

### PROFESSIONAL EXPERIENCE & KNOWLEDGE

A sound understanding of effective teaching and learning and how to raise standards	E (4)
Successful previous experience of supporting other members of staff to improve the quality of teaching, learning and assessment	E (5)
Knowledge of how to analyse and interpret data accurately to inform school improvement and to monitor pupil progress	E (6)
Up to date and relevant knowledge and understanding of current national developments in education	E (7)
The ability to motivate and enable staff to carry out their roles to the highest standard	E (8)
An understanding and working knowledge of best practice in ensuring high standards of behaviour and attendance	E (9)
Understand how to build and maintain effective relationships with parents, carers, partners and the wider community to enhance the education of all pupils	E (10)
A secure knowledge of, and commitment to, safeguarding all members of the academy community	E (11)
Effectively evaluate whole school performance and accurately identify priorities for improvement	D (2)
A systematic and committed approach to performance management and continuous professional development of all school staff	D (3)
Understand how to motivate and manage staff in a variety of academy roles	D (4)
The ability to work effectively with a range of stakeholders to develop and achieve the academy vision of embracing excellence, high standards and inclusion	D (5)

### CHARACTERISTICS & SKILLS

Be the lead learner of the learning community and be open to own learning	E (12)
Lead by example, with integrity, creativity, resilience and clarity and demonstrate the ability to positively empower, influence and encourage others	E (13)
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff and towards parents and members of the local community	E (14)
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupil's outcomes	E (15)
Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being	E (16)
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society	E (17)
Manage the agreed budget on a day-to day basis ensuring effective administration and value for money	D (6)

Create an out-ward facing school which works with other schools and organisations, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils	D (7)
Contribute to wider school improvement beyond own academy and be part of MAT developments	D (8)

E – Essential

D – Desirable

**Important:** In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.