



Warrington Primary Academy Trust

Headteacher Candidate Guide

Kingsway Primary Academy

16 October 2024

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## Welcome Letter

Dear Candidate,

Thank you for your interest in the position of Headteacher at Kingsway Primary Academy School in Warrington Primary Academy Trust (WPAT). We hope that by reading this candidate guide you will have an overview of the exciting opportunities and support you can expect as a strategic employee of our trust.

Kingsway joined WPAT in December 2020, when it was known as Simms Cross Primary School. The school consists of classes from Nursery through to Year 6, as well as four thriving Autistic Spectrum Disorder resource bases run on behalf of Halton Borough Council.

Since academy conversion, the school has significantly improved in all areas. The quality of education that pupils receive has been transformed to capitalise on pupils' interests, from our inspiring Nursery to building resilience and unlocking potential for a smooth transition to secondary school at Year 6. Our learning environments have been substantially renovated, and we have invested in our estate to make the school a welcoming, vibrant, and stimulating learning environment where curiosity and creativity thrive.

The entire school community and Trust were delighted with the most recent Ofsted inspection, when Kingsway Primary Academy was graded as 'Good' in all areas (September 2023).

You will be joining our Trust at an exciting part of our journey, where we continue to build on the incredible work in Kingsway and further enhance the capacity and capabilities of our Trust, including opportunities to influence to the teaching profession more widely through WPAT's Generate Teaching Hub, based at the Kingsway site. As well as a dedicated and passionate staff cohort at Kingsway Primary Academy, you will contribute to and be supported by WPAT's central services and network groups, through system leadership of excellence, to empower our school communities.

This post will be an extremely rewarding experience for the right candidate. You will influence change across the Trust and its growing community of schools through our wonderful pupils, dedicated and talented staff, a supportive Local Governing Committee and an array of opportunities across the wider WPAT schools and Generate Teaching Hub.

We look forward to meeting you soon.

Yours faithfully



Louise Smith  
CEO



Matt Jones/Rebecca Smith  
Co-Chair of Governors

## About WPAT

Warrington Primary Academy Trust was established May 2016, when three Warrington primary schools formed a Multi-Academy Trust. We are a converter academy led by educational professionals, with a total of eight academies in our network, and a pipeline of new members forecast. Our academies are currently from three authority areas, being Warrington, Halton and Cheshire West & Chester.

We work under our guiding principle; "To deliver a first class education through partnership, innovation, school improvement and accountability". This embodies our collective purpose and how we achieve our aims as a community.

As the first Multi-Academy Trust to form in Warrington, we have forged an expectation of excellence in all that we do. The impact of our work continues to be seen in the progress, performance and life experiences of the children in our schools.

WPAT were also commissioned by the Department for Education in March 2021 to support the professional development of teachers and leaders across Halton, Warrington and Wigan. Working alongside 86 other Hubs across England, we provide a local centre of excellence in professional growth for teachers. We are tasked with delivery services such as the new Early Career Framework and reformed National Professional Qualifications, but also to understand local teacher development needs and assist partners, both local and national, in meeting those needs. To see more please visit [Generate Teaching Hub](#).

We invest heavily in our workforce so that WPAT employees receive the support, expertise and professional development to empower them to provide the very best education standards and holistic experience for all of our children, as expressed by a range of employees, see [Link](#).

Central services are dispersed across the Trust, to ensure a virtuous circle of improvement across academies, with every academy school giving and receiving a positive benefit from being in the WPAT community of schools.

Recently, our Trustees set an ambitious growth model that is centred around the high expectations we have for every child. This will continue to create new opportunities for those in leadership roles, as we build innovative career development pathways for all our people.

To learn more about WPAT please see our website [Warrington Primary Academy Trust](#)



## Advert for Headteacher of Kingsway Primary Academy



Salary:	Group 2 in STPCD
Contract:	Full time and permanent
Closing Date:	10 November 2024
Shortlisting:	11 November 2024
Interviews:	27 and 28 November 2024
Start Date:	From April 2025

WPAT is inviting applications for a Headteacher to lead the further development of Kingsway Primary Academy School. We are looking to appoint a committed professional who is an innovative and inspirational leader and highly ambitious for every pupil.

The right candidate will have a natural flair for harnessing team talent and an unwavering commitment to the best possible outcomes and progress for all, regardless of background or ability, to ensure all pupils achieve their full potential in all aspects of their lives.

Our new team member will contribute to driving the vision of WPAT, developing a rich and challenging curriculum combined with a culture of high expectations and opportunity. They will provide professional leadership for the school, as well as contributing to the guiding principle of WPAT.

The successful candidate will bring a strong track record of school improvement and will actively embrace working collaboratively with the Trust, the Local Governing Committee, the Chief Executive Officer (CEO), staff, and pupils to develop Kingsway Primary Academy into a truly inspirational and outstanding school.

This post is subject to satisfactory references being received and a satisfactory Enhanced Disclosure being obtained from the Disclosure and Barring Service (DBS).

### How to Apply

Please complete the application form available from the school website [kingswayprimaryacademy.co.uk/vacancies/](https://kingswayprimaryacademy.co.uk/vacancies/) and email to [myoung@wpat.uk](mailto:myoung@wpat.uk) by midnight on 10 November 2024.

We would also encourage you to have a look around our school by appointment via [myoung@wpat.uk](mailto:myoung@wpat.uk).

## Job Description



**NAME:** Vacancy

**POST TITLE:** Headteacher

**GRADE:** Group 2

**RESPONSIBLE TO:** School Governors and CEO

Permanent contract

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### **OVERALL PURPOSE OF THE JOB**

To provide the vision and leadership for the school; creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing committee, trust and national and local educational strategies.

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### **MAIN ELEMENTS OF ROLE**

- Strategic Direction and Development of the School, the Headteacher will:
  - Have a strategic view of successfully developing and improving an already thriving school.
  - Consult staff, pupils, parents and governors to create a strategic plan (the School Development Plan – SDP). Manage the implementation of the SDP and monitor its impact.
  - Advise the governing committee on the formulation of its policies and their implementation, and attend meetings of the governing committee and its committees as requested.
  - Create an outward-facing school which works with other school and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
  
- Teaching and Learning, the Headteacher will assist the Governing Committee by:
  - Ensuring that the statutory requirements of the National Curriculum are met.
  - Overseeing the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all pupils.
  - Monitoring and evaluating the curriculum for both quality and value for money.
  - Promoting the effective management of pupil behaviour and ensure a sense of calmness through the deployment of appropriate behavioural strategies.

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- Demanding 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 pupils' outcomes.
  - Securing 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 positive pupil well-being.
  - Establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Leading and Managing Staff, the Headteacher will:
    - Promote the school's ethos and create and maintain good working relationships among all members of the school community.
    - Maximise the contributions of all staff to improve the quality of education provided and standards achieved through effective deployment and delivery of the performance management process.
    - Hold all staff to account for their professional conduct and practice, addressing any under-performance, supporting staff to improve and valuing and sharing excellent practice.
    - Ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions document.
    - Liaise with representatives of teacher organisations.
    - Sustain their own motivation and that of their staff, and have a duty of care regarding staff welfare.
    - Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Work within the MAT to develop strategies and enhance/promote teaching and learning.
    - Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and who hold each other to account for their decision making.
    - Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Efficient and Effective Use of Staff and Resources, the Headteacher will:
    - Advise the governing committee on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the best use of all available resources.
    - Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control.
    - Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements.

- Seek to secure adequate resources for the school in the present and in the foreseeable future and ensure value for money throughout.
  - Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Accountability, the Headteacher will:
    - Work closely with the Governing Committee and Trust and secure a positive working relationship with all Governors.
    - Provide information, objective advice and support to the Governing Committee to enable it to meet its responsibilities – in particular, its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance - recognising that the Governing Committee is accountable for the success of the school.
    - Create and develop an organisation in which staff recognise that they are accountable for the success of the school.
    - Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand and support targets for improvement.
    - To be the designated Safeguarding lead and be accountable for all elements of this role.
- Professional Development, the Headteacher will:
    - Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
    - Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
    - Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.
    - This position is subject to a Disclosure and Barring Service enhanced check, satisfactory references, and proof of qualifications and the right to work in the UK.
- General Activities
    - To contribute to the overall ethos, values and aims of WPAT.
    - To maintain a presence in local and national professional networks and through these ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
    - To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns appropriately.
    - To ensure confidentiality and the secure transfer of materials, documents and information at all times, in accordance with data protection legislation.



- To be aware of and celebrate difference, ensuring equal opportunities for all.
- To attend meetings as required.
- To develop constructive relationships and communicate effectively with other agencies and professionals.
- To undertake any other duties commensurate with the grade as directed by your line manager.
- In addition to the above, please note that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

## Person Specification

	ESSENTIAL	DESIRABLE
<b>Education</b>		
Qualified teacher status	✓	
Degree	✓	
Relevant postgraduate qualification		✓
Senior leadership development (e.g. National professional qualification for headship)	✓	
Up to date safeguarding training (e.g. DSL and safer recruitment)	✓	
<b>Experience</b>		
Successful senior leadership and management experience in at least one school for a minimum of five years	✓	
Teaching experience in a range of contexts	✓	
Leadership of whole school improvement including self-evaluation and strategic planning based on a thorough analysis of what is working well and identification of complex barriers	✓	
Demonstrable experience of successful management of staff and staff development	✓	
<b>Professional knowledge</b>		
Previous experience of being a Designated Safeguarding Lead or refined knowledge of the role and responsibilities. Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding	✓	
Understanding of evidence informed curriculum design that meets the needs of all learners and the ability to lead this with and through others across the whole school	✓	
Understanding of evidence informed approaches to reading in order that all children have the skills they need to access all aspects of learning	✓	
Knowledge of effective governance and a willingness to engage constructively in accountability processes	✓	
Knowledge of effective strategies that successfully manage behaviour and promote positive learning behaviours	✓	
Knowledge of how to work effectively in partnership with parents, carers and professionals to meet the needs of all pupils including those with SEND	✓	

	ESSENTIAL	DESIRABLE
Knowledge of statutory duties and regulatory frameworks and a determination to ensure that this knowledge is kept up to date	✓	
<b>Professional skills</b>		
Ability to communicate a vision and inspire others	✓	
Ability to plan strategically and evaluate accurately	✓	
Effective communication and interpersonal skills	✓	
Understanding of high-quality teaching and assessment based on evidence, and the ability to model this for others and support others to improve	✓	
Data analysis skills, and the ability to use data to set targets and identify areas for development	✓	
Deep understanding of school finances and financial management		✓
<b>Personal qualities</b>		
A commitment to getting ambitious outcomes for all pupils and promoting the ethos and values of the Trust	✓	
Ability to ensure positive working relationships	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding	✓	
Commitment to equality, ensuring that personal beliefs are not expressed in ways that exploit the position	✓	
Commitment to working in partnership with parents, carers, the community, the Academy Trust, the local authorities and other partners	✓	

The application form can be downloaded from here: [Kingsway Vacancies](#)