



**SAND**  
ACADEMIES TRUST

# **Willow Primary Academy**

Headteacher Application Pack

## Contents

- 2 Letter from the CEO & Executive Headteacher Lyn Dance
- 3 Letter from the Chair of Local Advisory Board Angela Jarvis
- 4 Context of the School
- 5 Person Specification
- 6 Job Profile
- 9 Selection Process

## Letter from the CEO and Executive Headteacher

Dear Applicant,

Thank you for showing an interest in the post of Headteacher here at the newly formed Willow Primary Academy. WPA is situated on the outskirts of Gloucester city and is an integral part of the established and diverse community of Tuffley.

The school has recently converted to an Academy joining SAND MAT a strong local MAT made up of mainstream and Special Schools. SAND stands for Supporting Achievement and Nurturing Development. These values are at the core of everything we do.

We pride ourselves on our outward facing approach to provision and learning working closely in partnership with all relevant stakeholders to ensure our children get the best educational opportunities. We work closely with the Gloucester Schools Partnership, our school Improvement Advisor and our strong Local Advisory Board who challenge and support us in all that we do.

As a Primary School we have the benefit of being able to immerse ourselves in educational development and ensure that our children are at the heart of everything we do. We are passionate that children begin their formal education in school with the strongest foundations for learning regardless of their starting points. We are fully inclusive and work hard to ensure that provision matches need.

We have begun to revise and redevelop our curriculum with the support and guidance of consultant curriculum leads and external stakeholders so that the curriculum will be ambitious and rich and will equip all our children with the foundations of knowledge and skills they need for secondary school.

The school has fantastic grounds which provides excellent outdoor learning spaces which have scope for further development. The school believes strongly in developing a deep understanding of knowledge and skills of the world they live in. As a result our children are friendly and caring individuals.

Everyone in our school community has high expectations of each other and we all live by the school's PRIDE values of Positivity, Resilience, Individuality, Determination and Excellence recognising that everyone is important, valuable and plays an essential role in making our school the best it can be.

We are seeking a Headteacher who embodies these values, who has the vision to take this school forward. We are excited about the future and look forward to receiving your application.

Lyn Dance  
Executive Headteacher and CEO

## Letter from the Chair of the Local Advisory Board

Dear Applicant

Thank you for your interest in the post of Headteacher here at Willow Primary Academy. The Advisory Board and I are very pleased that you are considering applying to support the leadership of the school as it begins a new chapter in its history. We hope that you find the information that we have provided of sufficient interest that you decide to apply and that you are able to see the scope and range of opportunities the post provides.

We will engage somebody who has vision and energy and who is able to see the amazing potential of the school, within the strong and supportive multi academy trust of SAND. Our new Headteacher will be a strong yet approachable, compassionate and supportive leader who is passionate and knowledgeable about the pursuit of excellence in teaching and learning in schools and has a genuine love of working with children. The person specification provides a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint somebody with the wisdom, experience and confidence to support the school going forward, someone who can embrace the opportunities and challenges which are offered in the school. I warmly encourage you to visit to see the pupils and staff at work. Please contact the school to make an appointment.

Angela Jarvis

Chair of the LAB

## Context of the School

Willow Primary Academy is a newly formed academy having previously been called Tuffley Primary School.

The School is a one form entry mainstream primary school on the outskirts of the City of Gloucester. It has 176 children on roll from EYFS to Year 6. The school has a Communication and Interaction centre on site which caters for up to 30 children with C & I needs. There is a privately run nursery onsite.

The school was judged inadequate with special measures in May 2018 and an academy order was granted for the school at this time. In April this year the school began a new chapter in its history as Willow Primary Academy as part of SAND Multi Academy Trust. The school has had a challenging 3 years which have been exacerbated by COVID, the staff are resilient and excited about the direction the school is going in and the opportunities this provides. The school recently had an Ofsted Monitoring visit, March 2021, by HMI which recognised the substantial work leaders have done in addressing the school's weaknesses.

The school itself was constructed in the 1960s, all the classrooms in main school open out onto the playground or outdoor areas. The grounds are substantial, established and consist of a large playing field and Forest School area, as well as 2 playgrounds and a highly prized MUGA (Multi Use Games Area).

PRIDE values underpin the schools ethos, Positivity, Resilience, Individuality, Determination and Excellence and it believes passionately that every member of the school community children, staff, LAB, parents and carers, are an essential cog in the success of the school.

The school draws children from the locality in and around Gloucester. All children who accept a place at Tuffley are visited during the Summer term in their own setting or have an individual online meeting with the nursery providers.

We believe strongly in continuous professional development as an outward facing institution and we invest heavily in research and best practice nationally. We are active members of the Gloucester Schools Partnership a collective of 39 schools across the city of Gloucester who organise CPD from NQT to Headteacher level, have a School Improvement Programme facilitated by external consultants, have an Inclusion programme, run research and development programmes as well as best practice networks, we organise events and activities for the children ranging from pupil conferences, art festivals, to Shakespeare plays and Country Dancing, who also offer Headteacher Supervision and school to school support. The partnership runs 2 conferences a year for Headteachers where the strategy is collegiately constructed and approved. We are also active members of many academic communities- The Somerset Literacy Network, Glow Maths and Ogden Trust for Science to name a few. The school has strong external support from the MAT who specialise in Special Educational Needs, its school support partner who has been the Executive Headteacher in the school since September 2020, a School Improvement Partner with substantial experience with Ofsted and supporting schools in challenging circumstances and consultant curriculum leaders. The MAT are keen to continue with this support in order to secure better outcomes for pupils, improved leadership and management and stronger quality in teaching and learning.



## Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

| Qualifications/Experience  | Desirable | Essential |
|--|-----------|-----------|
| Qualified Teacher Status   |           | ✓         |
| Evidence of being an outstanding classroom teacher                         |           | ✓         |
| Substantial relevant and recent experience of whole school leadership      |           | ✓         |
| Evidence of personal professional development over the previous five years |           | ✓         |
| NPQH or commitment to completing NPQH or equivalent                        | ✓         |           |

| Providing Vision and Strategic Direction   | Desirable | Essential |
|--|-----------|-----------|
| Experience of school self-evaluation and performance management processes to lead school improvement |           | ✓         |
| A clear understanding of strategic planning  |           | ✓         |
| A commitment to developing an effective team culture that enables pupils and staff to excel          |           | ✓         |
| A clear knowledge of the Ofsted framework and commitment to sufficiently prepare for an inspection   |           | ✓         |

| Leadership   | Desirable | Essential |
|--|-----------|-----------|
| Ability to lead by example, inspiring staff and pupils to generate high standards of work            |           | ✓         |
| Ability to manage change successfully to improve standards   |           | ✓         |
| Ability to delegate appropriately to ensure successful implementation of the school improvement plan |           | ✓         |
| Experience of analysing data and using this analysis to inform planning and practice                 |           | ✓         |
| Ability to demonstrate a commitment to developing others   |           | ✓         |

| <b>Learning and Teaching</b>   | <b>Desirable</b> | <b>Essential</b> |
|--|------------------|------------------|
| Demonstrates effective use of both innovative and traditional approaches to teaching and learning  |                  | ✓                |
| Demonstrates a clear understanding of high quality teaching and learning and the ability to offer constructive guidance  |                  | ✓                |
| Demonstrates a proven success in raising standards   |                  | ✓                |
| Shows understanding of, and commitment to, inclusive education   |                  | ✓                |
| Demonstrates a clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils |                  | ✓                |
| Demonstrates an interest in a commitment to use of education research, identifying new evidence based initiatives to enhance pupil outcomes  | ✓                |                  |

| <b>Additional Skills and Abilities</b>  | <b>Desirable</b> | <b>Essential</b> |
|---|------------------|------------------|
| The ability to relate positively to the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school             |                  | ✓                |
| The communication skills needed to provide clear and accurate information and well-informed advice  |                  | ✓                |
| The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate |                  | ✓                |
| To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues                     |                  | ✓                |

| <b>Stakeholder Engagement</b>  | <b>Desirable</b> | <b>Essential</b> |
|--|------------------|------------------|
| The ability to communicate and network with other stakeholders for the benefit of the whole school   |                  | ✓                |
| A record of supporting extracurricular activity and placing the school at the heart of the community |                  | ✓                |

### **SAND Academies Trust: Job profile for Headteacher at Willow Primary Academy as part of the SAND Academies Trust**

|                          |   |
|--------------------------|---|
| <b>Job Title:</b>        | <b>Headteacher</b>  |
| <b>Reporting to:</b>     | <b>Chief Executive Officer of SAND Academies Trust and Local Advisory Board at The Milestone School</b> |
| <b>Duration of Post:</b> | <b>Permanent</b>  |
| <b>Salary Range:</b>     | <b>L12-18</b>   |
| <b>Start Date:</b>       | <b>To take up post on September 2021</b>  |

#### **Main Purpose:**

We wish to appoint someone who will provide vision, ambition, leadership and direction at Willow Primary Academy; ensuring it continues to develop.

#### **Personal Qualities & Knowledge:**

We wish to appoint someone who:

- Is an excellent practitioner employing a caring ethos to ensure our children always come first
- Has an excellent knowledge of the current issues and future trends impacting on the world of special education
- Has the confidence and ability to maintain and develop the outstanding nature of our school
- Has proven management, interpersonal and teambuilding skills.

#### **Pupils and Staff:**

To continue to develop:

- A skilled and highly motivated staff team
- To work with an experienced set of Governors on the Local Advisory Board
- To work collaboratively with the other MAT Principals
- To build a strong professional relationship with the Executive Principal/CEO.

#### **Leadership and Management:**

- Ensure that the schools systems, organisation and processes are all in place and are efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, with a strong focus on safeguarding pupils and pupil welfare
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively
- To continue the current outstanding leadership and the excellent high quality of care and education for pupils.



The salary will be in the range of L12-18 and will be determined according to the skills and experience of the successful candidate.

Timeline Closing date for applications Thursday 6<sup>th</sup> May 2021

Shortlisting will take place on Friday 7<sup>th</sup> May 2021

Interviews to be held on Monday 17<sup>th</sup> May and Tuesday 18<sup>th</sup> May 2021

Candidates shortlisted for interview will be contacted as soon as possible after shortlisting and will be advised of the arrangements for the interview day and any tasks they need to prepare in advance.

Candidates not shortlisted will receive a letter advising them of this.

Applications-when applying, please use the application form attached with this pack. Please use the relevant skills and experience page of the application form to tell us about you and why you are qualified for the post this should be no more than 2 sides of A4. No additional CVs or accompanying letters other than to introduce yourself will be considered as part of the shortlisting process and will be discarded in line with our equal opportunities policies.

Your application must make it clear how you meet the person specification included within this pack.

Our school has an Equal Opportunities policy for selection and recruitment.

In accordance with our Safeguarding policy the successful candidate will be required to have an Enhanced DBS check along with a check against the DBS Children's Barred List.

Visits to the school are subject to COVID-19 regulations and may be limited due to this. Please contact our office administrator, Mrs Lucy Sullivan at: [admin@willow.sandmat.uk](mailto:admin@willow.sandmat.uk) to arrange a visit. You may also contact the school on 01452 526442 to arrange an informal Teams or telephone discussion with the Executive Headteacher if you are unable to visit and would like further information.

Completed application forms should be sent to [personnel@sandmat.uk](mailto:personnel@sandmat.uk)

Interview process- The interview process will be carried out by the CEO, Chair of the LAB, Executive Headteacher and a member of the Trust Board. The panel includes at least two members who have completed Safer Recruitment Training.

The activities on the interview days will help the panel to determine candidates' skills, knowledge and experience against the person specification. The successful candidate will be notified as soon as possible as to the outcome.