



Application Pack

# Head of School



## Summary

<b>Job Title</b>	Head of School
<b>Workplace</b>	Crofton Infants School, High Street, Crofton, Wakefield, WF4 1NG
<b>Salary &amp; Grade</b>	L7-10
<b>Hours</b>	Full time Permanent

Crofton Infants School joined Waterton Academy Trust in 2015. The Trust consists of 13 primary phase schools, 2 Assessment Resource Provisions and 4 pre-schools in the Wakefield and Barnsley area. As part of this Trust both staff and children enjoy varied opportunities for collaboration in all areas of the curriculum.

An exciting opportunity has arisen at Crofton Infants School, to appoint a highly motivated and committed Head of School to join our superb team. We are very proud of our school's caring, positive and encouraging atmosphere. We work hard to provide a supportive and stimulating environment where every child can reach their full potential and where children can develop independence, confidence and self-esteem.

### The successful candidate:

- Has proven senior leadership experience.
- Can analyse performance data to target and evaluate.
- Has proven experience of positively impacting on pupil progress, raising attainment and developing excellence.
- Has the vision and skills to inspire the whole school community.
- Has excellent interpersonal skills and can work with a variety of stakeholders.
- Is committed to working as part of a team, both within our school and the Academy Trust.

### In return we can offer:

- The support and expertise of the school's outstanding leadership team and governing body with a clear vision of raising standards of teaching and learning
- Children who love learning
- A stimulating and creative learning environment
- An opportunity to work with a passionate and dedicated team of staff

Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

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- A happy and caring school community
- A commitment to support your continued professional development through a network of experienced professionals across the primary academies within Waterton Academy Trust
- The opportunity to contribute to school improvement
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

## Next Steps

### Further Details

Interested candidates are welcome to visit Crofton Infant School. In order to arrange a visit, or for further information about the post, please contact the school office on 01924 967606, or email [croftoninfantadmin@watertonacademytrust.org](mailto:croftoninfantadmin@watertonacademytrust.org)

### To Apply

Please submit applications via the below link:

<https://mynewterm.com/jobs/142493/EDV-2024-CIS-92893>

### Selection Timeline

Closing Date: Friday 31<sup>st</sup> January 2025 - midday

Shortlisting: Monday 3<sup>rd</sup> February 2025

Interviews: Monday and Tuesday 10<sup>th</sup> and 11<sup>th</sup> February 2025

Start Date: ASAP

## Dear Applicant

Thank you for your interest in the post of Head of School at Crofton Infant School. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

Our Trust came in to being on the 1st September 2014. Our 13 primary, infant and junior schools are currently situated within the Wakefield and Barnsley areas and consist of well over 3000 pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family.

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Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.



Yours sincerely,

A handwritten signature in black ink, appearing to be 'Dave Dickinson', with a long horizontal line extending to the right.

**Dave Dickinson OBE**

Chief Executive Officer





## Dear Colleagues

On behalf of all the children, staff and Academy Standards Committee at Crofton Infants School, I would like to thank you for your interest in applying for the position of Head of School.

Crofton Infants school joined Waterton Academy Trust on 1st December 2015. The school is a large infant's school for pupils aged 3 - 7 and serves the community of Crofton.

The school has a 78-place nursery offering morning and afternoon sessions. There are 2 classes in Reception, Year 1 and Year 2 admitting 60 children in each year group.

Over the last few years the school has achieved consistently high outcomes for our children; this has been achieved by the drive to improve standards. The dedicated staff at Crofton work hard as a team to ensure every child achieves their potential. Staff support the children and each other to make Crofton Infants a nurturing environment for children to learn and enjoy life.

We have high expectations in all aspects of school life, children are encouraged to become independent, confident learners who take responsibility for their behaviour and learning. Staff support every child as an individual to achieve their potential and school is a warm, calm and happy place.

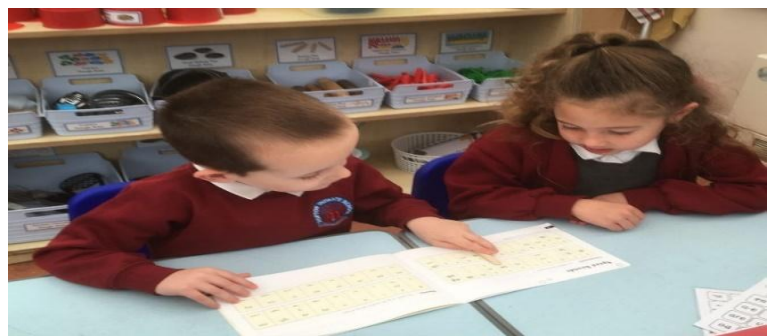
We work hard to provide a curriculum which strives to provide exciting learning opportunities which engage and inspire all our pupils.

Everyone at Crofton Infants School is well supported by the senior leadership team.

We hope that you consider joining our hard working and friendly school.

**Mrs C Holloway**

**Executive Headteacher**



Working at Crofton infants has provided me with the motivation to inspire a new generation of learners. A good teacher has the ability to ignite a love of learning in each and every child, being part of a supportive and enthusiastic team at Crofton Infants has inspired me to do this.

**D Lindley**  
**Head of School**



# About Our School

Crofton Infants is a large infant's school in the village of Crofton, near the city of Wakefield. The school serves the community of Crofton and the surrounding villages. The proportion of our children known to be eligible for pupil premium and SEND is in line with the national average. We pride ourselves on being an inclusive school and promote opportunities for all.

At our last Ofsted inspection the school continued to be good and we are keen to build on our strengths and aspire to be outstanding.

We have a strong relationship with the local community and positive relationships with parents and carers to support the learning of all our young children.

We have high expectations for both children and staff. The school is a proud member of Waterton Academy Trust and we recognise the importance of working collaboratively with other schools. There are plenty of opportunities to do this within the Trust.

We have a dedicated, professional staff who are committed to ensuring our pupils receive the best start in their education journey. Our curriculum gives children the opportunity to be curious, independent and to take risks. We are a welcoming, happy school and promote a culture of mutual respect and empathy throughout the whole school community.



Parents and carers are overwhelmingly positive and hold you and your staff in high regard. They know that their children make progress and we are well cared for. Parents' comments included, 'A lovely school of which I am proud and pleased my child can attend'

**Ofsted report**



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Company Registration Number 09124782





**Why Choose Crofton Infants?**

We are a close community who care for each other and value everyone's contribution.

We have children who behave well and work hard. We have a caring team who lead by example, nurturing and supporting our children to achieve their potential.

Our standards committee are dedicated and support leaders in achieving the very best outcomes.

Our parents and carers are supportive and contribute positively to school life.

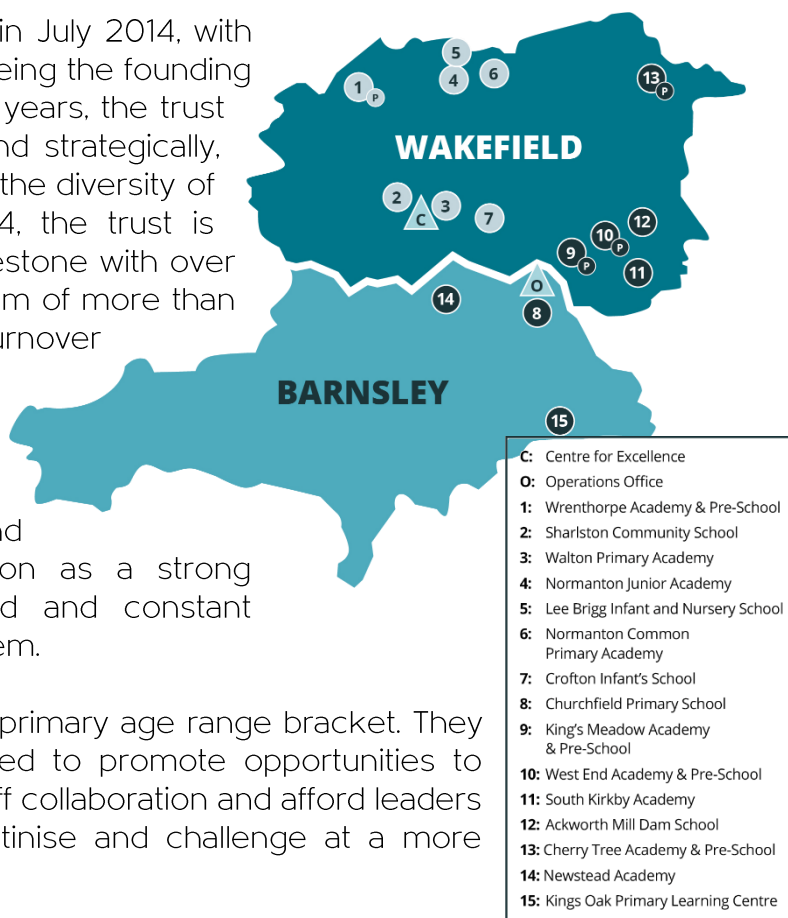
We are able to call upon expertise from across the Trust. Colleagues collaborate and share best practice through many network groups.

## About the Trust

The Trust was established in July 2014, with Walton Primary Academy being the founding member. Over the last ten years, the trust has grown appropriately and strategically, not only in size, but also in the diversity of offer. By the end of 2024, the trust is projected to achieve a milestone with over 4,000 pupils enrolled, a team of more than 550 staff members, and a turnover in the region of £23million.

The trust operates across two key partnership areas, Barnsley, and Wakefield, and we believe is looked upon as a strong organisation and a valued and constant collaborator within the system.

All our schools fall into the primary age range bracket. They are geographically organised to promote opportunities to engage in hub activities, staff collaboration and afford leaders the ability to support, scrutinise and challenge at a more nuanced level.



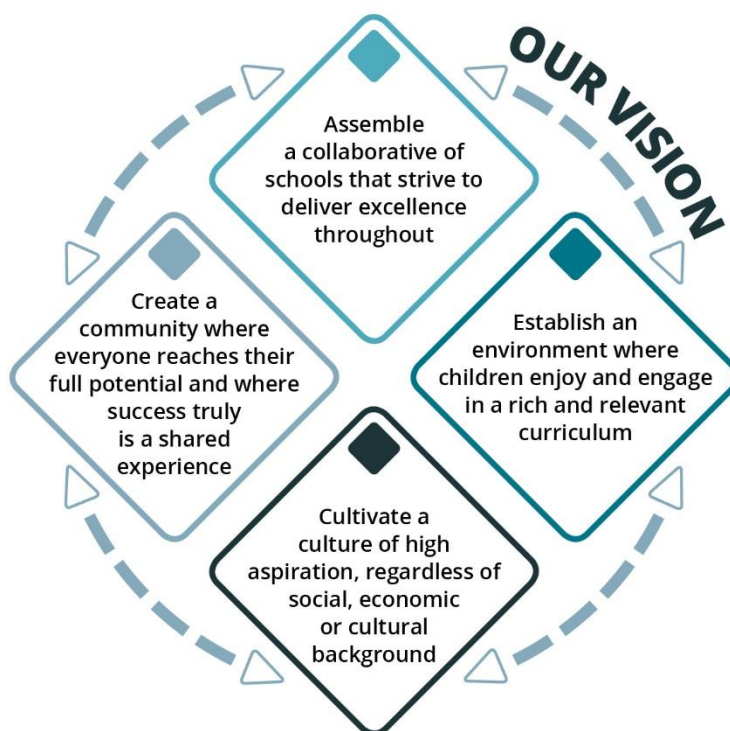
An innovative approach to supporting our LA partners in Barnsley has resulted in the trust opening our first independent special academy in September 2023. Early indications are that these developments have been a great success, adding much needed capacity to the local offer and strengthening our relationships with LA partners.

In order to support our communities and ensure that our children get the best of starts to their education journeys, the trust has now opened four pre-school settings and has plans to open more in the coming years. We also have one new school in the process of joining the trust – Kings Oak Primary Learning Centre.



## Our Vision, Values and KPIs

The trust prides itself on its shared vision and values, and truly believes them to be embedded across the organisation. All schools interested in joining the trust are encouraged to examine the vision and values and ensure that they align with the ones that they hold.



## Our Pupils

The trust operates in some of the most underprivileged areas in the region, and indeed in the country. Some of our schools are situated in areas of high deprivation. As a trust we value and prioritise pupil voice, pupil health and well-being, as well as curriculum enrichment across the trust. By placing pupils' voices at the forefront of our work, we ensure that their unique perspectives, needs, and concerns are not only heard but also integrated into the decision-making process, fostering a sense of ownership and empowerment.

We provide a range of opportunities for children to participate in activities designed to enhance their experience of education in a Waterton school. This includes our elected Children's Parliament, who meet with the CEO and Headteachers to discuss their priorities for improvement. They received a letter of commendation from the former Prime Minister, Theresa May, for their outstanding work. Creativity is fostered through our arts network. Our roaming art gallery and our annual Waterton's Got Talent event offer all our schools the opportunity to showcase the work and talents of their pupils. This fosters creativity, and also engages parents and carers in celebrating the work of pupils across the trust. To promote healthy lifestyles, children are given multiple opportunities to compete in sporting events, including an annual gathering of all schools at our MATlympics event. Healthy lifestyles and nutrition are also promoted and encouraged through our Waterton Young Chef of the Year. Such experiences not only enrich our pupils' academic journeys but also contribute to their personal and social development.

Our aim is to ensure that every pupil in a Waterton school feels the benefit of being part of the trust, with their learning and experience of school being our number one priority. A snapshot of recent initiatives can be seen below.

## Enrichment

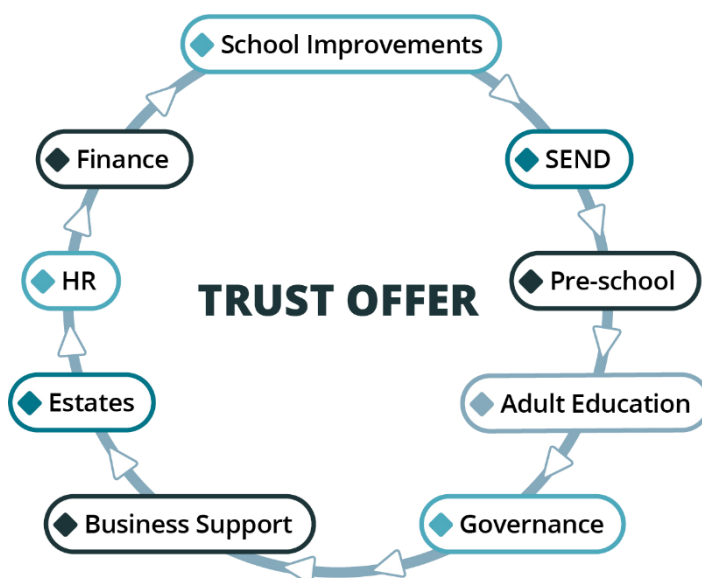


## Trust Offer

As a trust, Waterton has statutory and ethical obligations in relation to supporting our academies, and we look to meet these through the delivery of our Trust Offer. The trust has invested significantly in creating a substantial central team, and it is through this team and key external partners that the trust offer is delivered.

To support its aims and meet its obligations, the trust provides each of its academies with access to the same trust offer.

The offer is categorised into two main areas, the operations offer and educational offer. Access to the trust offer is an entitlement regardless of current Ofsted rating, financial position, size, or provision status. The level of support provided is tailored according to current need, however the entire offer remains accessible to all academies at all times.



At the heart of our offer is our commitment to ensure our academies can concentrate on their primary role of delivering outstanding teaching and learning through evidence-based practice. Our offer therefore looks wherever possible to drive school improvement through CPD, challenge and support, whilst simultaneously removing

the business-based burdens that prevent headteachers and senior leaders from being in the classroom or involved in school improvement work.

The trust offer provides a range of services delivered or procured centrally in order to provide our academies with the best possible value. Central support is provided in the key areas of Safeguarding, Governance, School Improvement, Finance, HR, IT, H&S, Estates Management and Data Protection. In addition, schools will have access to legal advice and marketing initiatives as required. The delivery of the core offer brings with it a cost that is incorporated into each academy's operational budget and is an integral part of not only the Waterton funding model, but more importantly the school improvement model.

**To read about impact in 2022-23, please read our annual report to stakeholders on the Trust website.**





## Job Description – Head of School

<b>Job Title</b>	Head of School
<b>Purpose of the post</b>	The Head of School will take overall responsibility for the leadership and management of every aspect of the school. They will establish a culture of outstanding teaching and learning, an ethos of high expectations and a nurturing yet rigorous approach to behaviour management. The overall purpose of the role is to ensure an outstanding quality of education for all children in the school.
<b>Reporting to</b>	Executive Headteacher

<b>Responsibilities</b>	<p>To provide leadership for, and management of, all staff and children and specifically to be accountable for:</p> <ul style="list-style-type: none"> <li>• Teaching and learning</li> <li>• Curriculum and assessment</li> <li>• Staff and resources</li> <li>• Behaviour and attitudes</li> <li>• Personal development and the safeguarding of pupils</li> </ul> <p>The post holder will be expected to promote the vision and values of the Waterton Academy Trust as being enthusiastic, collaborative and forward-thinking with all stakeholders including trustees, Academy Standards Committee members, colleagues, pupils, parents, visitors and the local and wider community.</p> <p><b>1. Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Chief Executive Officer, Executive Headteacher and Academy Standards Committee to develop a strategic view for the school in its community, analyse and plan for future needs and further develop the school within the local and national context.</li> <li>• Lead and manage all staff recruitment to ensure that staff of the highest standards are attracted, selected and retained within the Trust.</li> <li>• Ensure exemplary professionalism from all staff</li> <li>• Instil an ethos of high expectations for behaviour and achievement of all children.</li> <li>• Lead and manage staff professional development and training.</li> </ul>
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	<ul style="list-style-type: none"><li>• Lead and manage the strategic development of the school and maintain/communicate this in the Self Evaluation Form and the School Improvement Plan.</li><li>• Maintain strong working relationships with the community, agencies and other stakeholders, including parents and the Academy Standards Committee.</li><li>• Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities.</li></ul> <p><b>2. Teaching, Learning and Assessment</b></p> <ul style="list-style-type: none"><li>• Teach and support others in the teaching of engaging and effective lessons that motivate, inspire and improve pupil attainment and progress.</li><li>• Use and support others in using regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring.</li><li>• Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level.</li><li>• Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.</li><li>• Work with all senior leaders in the Trust to develop the school curriculum, teaching and learning policy and associated timetable.</li><li>• Ensure that there exists and staff effectively use a robust tracking and target setting system for pupils in line with Waterton Academy Trust's expectations.</li><li>• Ensure that regular and meaningful pupil progress reports are written and shared with both pupils and their families.</li><li>• Provide information and analysis of data collected according to the requirements of the self review process each term.</li></ul> <p><b>3. Culture and Ethos</b></p>
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	<ul style="list-style-type: none"> <li>• Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.</li> <li>• Maintain a school culture and ethos that is utterly committed to achievement and to developing high aspirations in line with the vision of Waterton Academy Trust.</li> <li>• Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success.</li> <li>• Develop and maintain strong partnerships and ensure regular and productive communication with parents.</li> </ul> <p><b>4. Coordination and day to day management of estate and facilities</b></p> <ul style="list-style-type: none"> <li>• Oversee school finance, facilities, catering, IT and other resources.</li> <li>• Ensure robust operational systems.</li> <li>• Oversee staffing allocation, including support staff, across the school.</li> <li>• Ensure that the school can function while building work is taking place (if necessary).</li> </ul> <p><b>5. Supporting the work of the MAT</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain the ethos of Waterton Academy Trust so that it is intrinsic and permeates all aspects of the school’s life and curriculum.</li> <li>• Develop strong and positive relationships with colleagues across the Trust, and contribute to collaborative work across the schools.</li> </ul>
<p><b>Expectations of all employees</b></p>	<ul style="list-style-type: none"> <li>• Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Working knowledge of the education sector</li> <li>• Contribute to the overall ethos/work/aims of the Trust and member academies.</li> </ul>



	<ul style="list-style-type: none"> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> </ul> <p>Participate in training and other learning activities and performance development as required</p>
<b>Additional information</b>	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
<b>Responsibilities for Resources</b>	<p>Employees (Supervision): Line management of employees and promotion of high standards of personal professional conduct and integrity in accordance with the Trust Employee Code of Conduct.</p> <p>Financial: Authorisation of expenditure on resources as appropriate</p> <p>Physical: None</p>
<b>Customers and Clients</b>	As Head of School the post holder must build positive relationships with all stakeholders.
<b>Working Conditions</b>	<p>The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour. The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.</p>
<b>Characteristics of the Post</b>	<p>The ability to occasionally attend meetings as required by the Headteacher/Line Manager.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the UK</li> <li>• Evidence of essential qualifications</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> </ul>

	<ul style="list-style-type: none"><li>• Registration with appropriate bodies (where applicable)</li></ul> <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>
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## Person Specification – Head of School

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

Qualification	Essential	Desirable	Assessed
Qualified Teacher Status	X		AF
Evidence of a continued professional development	X		AF
Experience	Essential	Desirable	Assessed
Successful experience of senior leadership at assistant or deputy headteacher level.	X		AF/I
A minimum of 5 years teaching experience	X		AF/I
Experience of working with a variety of stakeholders	X		AF/I
Experience of leading training and staff meetings	X		AF/I
Experience of promoting the personal, social, moral, cultural and spiritual development of pupils	X		AF/I
Experience of monitoring and improving the quality of teaching and learning	X		AF/I
Proven experience in the analysis of performance data for the purposes of target setting and evaluation.	X		AF/I
Abilities, Skills, Knowledge	Essential	Desirable	Assessed
An outstanding classroom practitioner with the highest expectations for the welfare and progress of all pupils	X		AF/I/OT
In-depth knowledge of the professional teaching standards	X		AF/I/OT
Comprehensive knowledge of performance management requirements in an educational context	X		AF/I/OT
Able to use IT as a management tool	X		AF/I/OT
Ability to pursue challenging and rigorous questions and probe explanations	X		AF/I/OT
Lead, manage and co-ordinate staff through an effective team based approach	X		AF/I/OT



Ability to monitor and evaluate the work of other; to offer support and intervention where necessary	X		AF/I/OT
Ability to create and maintain a culture of positive behaviour, through a restorative approach and high consistent expectations	X		AF/I/OT
<b>Personal Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
A strong belief in the value of education		x	AF/I
Ability to provide clear direction and lead by example	x		AF/I
Ability to work in partnership with stakeholders	x		AF/I
A constant drive for improvement		x	AF/I
Approachable and grounded; able to build trust and mutual respect with range of stakeholders		x	AF/I
Personal resilience, persistence and perseverance		x	AF/I
Strong interpersonal, written and oral communication skills		x	AF/I
<b>Suitability to work with children and young people</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Satisfactory DBS disclosure and standard Trust pre-employment checks			I/R
Ability to work in a way that promotes the safety and well-being of children and young people	x		DBS Disclosure
<b>Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		I
Committed to professional development in connection with the post	X		I
Work in accordance with the Trust's core values and behaviours	X		I
Travel in connection with the post	X		I
A commitment to equality/diversity in the workplace and the wider educational community	X		I
A commitment to safeguarding and promoting welfare for all	X		I

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Start Date: ASAP

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility.

An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice.

***It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.***

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.