



Headteacher *Candidate Pack*

*A*CADEMICIS
www.academicis.co.uk

Helping schools & trusts appoint the best Senior Leaders



WOLGARSTON HIGH SCHOOL

Welcome Letter



WOLGARSTON HIGH SCHOOL

Dear Prospective Candidate,

Due to the promotion of our current Headteacher, I am delighted to invite you to apply for the position of Headteacher at Wolgarston High School, a key institution within the Penk Valley Academy Trust. This is an exciting opportunity for a dynamic and visionary leader to join our dedicated team and make a significant impact on the lives of our students and the wider community.

Wolgarston High School has a proud history of academic excellence and a strong commitment to fostering a supportive and inclusive environment. As Headteacher, you will be at the forefront of driving our school's strategic vision, ensuring that we continue to provide excellent education and opportunities for all our students.

We are looking for a candidate who:

- Demonstrates exceptional leadership and management skills.
- Has a proven track record of improving educational outcomes.
- Is passionate about student welfare and inclusive education.
- Can inspire and motivate staff, students, and the community.
- Is committed to continuous professional development and innovation in teaching and learning.

In return, we offer:

- A supportive and collaborative working environment.
- Opportunities for professional growth and development.
- The chance to lead a school with a strong reputation and ambitious plans for the future.
- A competitive salary and benefits package.

If you are a dedicated and ambitious leader with the vision and drive to lead Wolgarston High School to new heights, we look forward to hearing from you.

Thank you for considering this exciting opportunity. We look forward to receiving your application.

Yours sincerely,

Mark Roberts
Chair of Trustees
PenkValley Academy Trust





PENK VALLEY
ACADEMY TRUST

*Learning
Together*

Our Ethos and Vision

Our mission is to support schools in providing an excellent educational service for the local community and beyond. Our values of Collaboration, Challenge, Curiosity and Care run through everything that we do.

We are driven to ensure that our community can realise its true potential through 'Learning Together' and focusing on our strategic priorities.

These are:

- Ensure there is consistency, high quality and inclusive education.
- Establish effective school improvement systems.
- Ensure the workforce is well-supported.
- Ensure high quality governance and leadership.
- Ensure high quality finance and operations services.

Collaboration
Challenge
Curiosity
Care



**PENK VALLEY
ACADEMY TRUST**

*Learning
Together*



Our Schools

We are a growing, locally based trust that was formed in April 2018. The Trust is actively seeking to broaden the range of partners that we work with.



WOLGARSTON HIGH SCHOOL

Wolgarston High School



Penkridge Middle School



Marshbrook First School



Princefield First School



St John's CofE First School



St. Mary and St. Chad
CE First School



The Rural
Enterprise Academy

Wolgarston High School



WOLGARSTON HIGH SCHOOL

School Vision and Values

Our vision

Our vision is that all students achieve excellent outcomes and become the best version of themselves through the values of 'The Wolgarston Way'.

The Wolgarston Way - Our values

When joining Wolgarston you are not only entering a school, you are joining a community. As a school we feel very strongly that we have a responsibility to not only assist your child to achieve the very best exam results but also ensure they leave Wolgarston as the best version of themselves. We expect all our students to contribute to our community values, which we call 'The Wolgarston Way'.

1. Do the right thing

We encourage all our students to make the right choices both in an academic and social setting. We expect our students to always be honest and respectful, and if a poor decision is ever made, the student works towards correcting it with everyone involved.

2. Take pride in our community

We want our students to take pride in being at Wolgarston and to care about the community they are part of. Students are expected to be polite to each other and to staff and to keep their environment tidy and clean. This helps makes our community a place where students want to learn, and staff want to work.

3. Leave a positive legacy

From their very first day at Wolgarston, our students are creating a legacy that will last long after they have left the school. By working hard, participating in school life and having positive relationships, our students will leave Wolgarston with fond memories – and the staff with fond memories of them!

Wolgarston High School



Our Profile

The school is currently oversubscribed due its increasing popularity but retains a low staff turnover. Wolgarston is a highly regarded 14-19 high school in South Staffordshire, with 836 pupils on roll including 197 in the Sixth Form. The school itself is located in Penkridge, with great links to the M6, M54 and close to Penkridge Train Station. Celebrated for its exceptional academic achievements and commitment to personal development, with outstanding results at GCSE, A-Level, and BTEC, the school is part of the Penk Valley Academy Trust and is dedicated to fostering not only academic excellence but also the growth of respectful, resilient, and well-rounded individuals ready to make a positive contribution to society.

The school's academic success is driven by a rigorous ethos of hard work, expert teaching, and a focus on cultivating enquiring minds. Wolgarston follows the research-based teaching principles outlined in Professor John Hattie's Visible Learning, ensuring that lessons are carefully structured and sequenced. This approach allows students to clearly understand their progress and develop the habits needed for independence and success. A broad and balanced curriculum prioritises traditional and facilitating subjects,

equipping students for access to leading universities and career opportunities. In addition to its academic focus, Wolgarston offers a robust enrichment programme and strong pastoral/House system. Students benefit from a variety of Inter House clubs, societies, and activities designed to be accessible to all, regardless of background or circumstances. The school also organises educational trips, international learning opportunities, and guest speaker sessions in its modern lecture theatre. Awareness days on themes such as cultural diversity, community, and careers further enhance the educational experience.

Wolgarston is one of England's top schools, offering an exceptional education to families in South Staffordshire. The school operates on a simple principle: 100%. This means 100% attendance, focus, and determination from every student. With high standards for effort, attitude, and behavior, Wolgarston ensures that students who come ready to learn will achieve remarkable success. Committed to excellence, the school fosters an environment where dedication meets opportunity.

Welcome to Wolgarston – where 100% effort leads to extraordinary results.

A photograph of four students in school uniforms standing in a hallway. From left to right: a boy in a dark suit and tie, a girl in a dark suit and glasses, a boy in a dark suit and a blue turban, and a girl in a dark suit. They are all smiling slightly. The hallway has red walls and fluorescent lighting.

Headteacher Job Description

Job Title: Headteacher

Hours: Full Time

Contract: Permanent

Disclosure level: Disclosure Barring Service – Enhanced Certificate

Responsible to: CEO

Salary: Leadership 25 – 31 (£89,829.00-£104,040.00)

The Headteacher shall carry out the professional duties as described in the School Teachers' Pay and Condition Document (STP&CD).



WOLGARSTON HIGH SCHOOL

Headteacher Job Description *continued*



WOLGARSTON HIGH SCHOOL

Shaping the Future

Have a thorough understanding of the following and use this understanding to shape decision making and planning for the future:

- Local, national and global trends;
- Ways to build, communicate and implement a shared vision;
- Strategic planning processes;
- Strategies for communication both within and beyond the School;
- Strategic financial planning processes;
- New technologies, their use and impact;
- Leading change, creativity and innovation;
- Setting and achieving ambitious, challenging goals and targets to secure success;
- Inclusion and the ability and right of all to be the best they can be;
- Developing and communicating a shared educational vision that expresses the core values of an organisation; is responsive to the needs of the local community; and motivates and inspires others;
- Working collaboratively and building partnerships with appropriate key stakeholders to achieve this vision and secure their commitment to its enactment; and
- Translating vision into agreed objectives, operational and business plans, and developing appropriate mechanisms for regular monitoring and review.

In practice:

- Provide a clear sense of direction and sense of values;
- Work collaboratively with learners, staff, parents, governors and the wider community to determine the vision and strategic direction for Wolgarston High School;
- Ensure excellence and equity are promoted, and are effectively articulated, shared, understood and acted upon by all;
- Ensure that the effective strategic management of the School's finances, organisation and administration best secure its vision and aims; and
- Make sense of developments in local and national education policy and respond to opportunities in ways that benefit the School.

Leading Teaching and Learning

Know about:

- School self-evaluation;
- What constitutes expert teaching and strategies for developing effective teaching;
- Strategies for raising achievement and achieving excellence;
- Effective ways of monitoring and evaluating performance;
- Data collection, analysis and interpretation;
- Curriculum intent, implementation and impact;
- How to foster a love of learning;
- Principles of assessment;
- Effective behaviour and attendance management;
- Strategies for ensuring inclusion, diversity and access;
- Using research evidence to inform teaching and learning; and Independent learning and learning in non-tradition

Be committed to:

- Raising standards;
- The continuing learning of all members of the school community;
- The entitlement of all learners and students to effective teaching;
- Ensuring the curriculum meets the needs of every child; and
- Working in partnership with parents and carers to support learning and development.

In practice:

- Develop a culture that promotes high expectations of all learners in a creative, innovative and exciting environment where they feel safe and confident, so they can enjoy learning, make progress and achieve their full potential;
- Demonstrate personal enthusiasm for and commitment to the learning process;
- Access, analyse and interpret information;
- Monitor teaching and learning across the School rigorously;
- Acknowledge and celebrate excellence; and
- Challenge poor performance.

Headteacher Job Description *continued*



WOLGARSTON HIGH SCHOOL

Developing Self and Working with Others

Know about:

- The principles of 'emotional intelligence';
- The significance of interpersonal relationships, adult learning and models of continuing professional development (CPD);
- Strategies to promote individual and team development;
- Building and sustaining a learning community;
- The relationship between managing performance, CPD and sustained school improvement; and
- The impact of change on organisations and individuals.

Be committed to:

- Developing effective working relationships throughout the School and across the Trust;
- Distributed leadership;
- Team working; and
- Continuing professional development for self and all others within the School.

In practice:

- Manage multiple tasks and responsibilities;
- Organise own time effectively, prioritising appropriately;
- Delegate effectively;
- Set high expectations;
- Lead by example, modelling high standards of conduct and commitment;
- Foster an open, fair, equitable culture and manage conflict;
- Develop, empower and sustain individuals and teams;
- Collaborate and network with others
- Inspire, challenge, influence and motivate others to attain high goals;
- Give and receive effective feedback and act to improve personal performance;
- Be resilient in the face of challenges and disappointments and maintain a positive outlook;
- Accept support from others including colleagues, governors and other partners; and
- Achieve and demonstrate a good work/life balance.
- Promote the importance and benefits of effective team working and well-being

Leading the Organisation

Know about:

- Principles and models of organisations and organisational development;
- Principles and models of self-evaluation;
- School improvement strategies;
- Project management for planning and implementing change;
- Policy creation, through consultation and review;
- Strategic financial planning, budgetary management and principles of best value;
- Performance management;
- Personnel, governance, health and safety, security and access issues relating to the use of academy facilities;
- Legal issues relating to leading and managing an academy including Employment legislation, Risk Management, Equal Opportunities, Race Relations, Disability and Human Rights; and
- The safe and secure use of new and emerging technologies to enhance organisational effectiveness.

Be committed to:

- Distributed leadership and management;
- The equitable management of staff and resources;
- Developing and sustaining a safe, secure and healthy environment throughout the School; and
- Collaborating with others in order to strengthen the School's organisational capacity and contribute to the development of capacity across the Trust.

In practice:

- Establish and sustain appropriate structures and systems;
- Manage the School efficiently, safely and effectively on a day-to-day basis;
- Delegate management tasks and monitor their implementation;
- Make professional, managerial and organisational decisions based on informed judgements;
- Think creatively to anticipate and solve problems; and
- Understand what is important and prioritise accordingly.

Headteacher Job Description *continued*



WOLGARSTON HIGH SCHOOL

Securing Accountability

Know about:

- Statutory educational frameworks, including governance;
- The contribution that education makes to developing, promoting and sustaining a fair and equitable society;
- The use of a range of evidence to monitor, evaluate and improve aspects of academy life where applicable, by challenging poor performance;
- Assessment systems and performance data related to learners and students;
- Quality assurance systems, including school self-evaluation and performance management; and
- The importance of the School's obligations to its stakeholders and community.

Be committed to:

- Principles and practice of school self-evaluation;
- The School working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all its learners and students; and
- Individual, team and whole-school accountability for learning outcomes.

In practice:

- Demonstrate political insight and anticipate trends;
- Engage the School community in systematic and rigorous self-evaluation of the effectiveness of policy and practice;
- Collect a rich set of data to understand the strengths and weaknesses of the School and use this information to focus intervention and support;
- Combine the outcomes of self-evaluation with external evaluations to develop the School;
- Set challenging targets and achieve them;
- Provide the Trust with information, objective advice and support to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money; and
- To take responsibility for safeguarding, promoting awareness of it in the School and its community.

Strengthening Community

Know about:

- Current issues and future trends that impact on the School community;
- The rich and diverse capital within our local communities – both social and physical;
- Models of partnership between the school, home, community and businesses;
- The work of other agencies and opportunities for collaboration;
- Strategies which encourage parents and carers to support their children's learning; and
- The strengths, capabilities and objectives of other schools and colleges.

Be committed to:

- Effective team work within the School and with external partners;
- Working with other agencies for the well-being of all learners, students and their families;
- Involving parents/carers in supporting their children's learning; and
- Collaboration and networking with other schools and colleges to improve outcomes for children.

In practice:

- Use the richness & diversity of the School's community to build cohesion;
- Listen to, reflect and act on community feedback;
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all learners and students;
- Work collaboratively and share effective practice with partner schools, other local schools and the wider educational community, working in partnership with others to promote innovative initiatives; and
- Develop the wider curriculum to fully exploit new learning opportunities for the community.

Headteacher Job Description *continued*



WOLGARSTON HIGH SCHOOL

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by PVAT to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the PVAT.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>



Headteacher Person Specification



WOLGARSTON HIGH SCHOOL

Training and Qualification	Essential / Desirable	Evidence (Application / Interview / ref)
Qualified Teacher Status	E	A
Degree	E	A
Higher Degree	D	A
NPQH	D	A
Recent participation in a range of relevant in-service training	E	A

Leadership Experience	Essential / Desirable	Evidence (Application / Interview / ref)
Senior Leadership experience in secondary education	E	A
Worked in more than one school	E	A
Whole school strategic planning	E	A/I
Leading, managing and delivering significant elements of a school improvement plan that resulted in a positive impact	E	A/I
Leading and managing behaviour	E	A/I
Leading and managing teaching, learning and assessment	E	A/I

Professional skills, knowledge and understanding	Essential / Desirable	Evidence (Application / Interview / ref)
Critical, analytical and strategic thinking	E	I/R
Ability to analyse and interpret data	E	I
Knowledge of national priorities and statutory frameworks	E	I
Managing staff and holding to account	E	I
Committed to partnership working	E	I/R
Excellent attendance and punctuality	E	R
Decision-making skills	E	I/R
Communication skills	E	A/I/R
Personal impact and presence	E	I/R
Professionalism and self management	E	I/R
Adaptability to changing circumstances and new ideas	E	I/R
Self-motivated	E	I/R
Creative thinker	E	I/R
Integrity	E	I/R
Reflective	E	I/R
Self-confidence	E	I/R
Resilience	E	I/R

How to Apply

Visits to the school are encouraged on the 7th & 8th January 2025, please contact Will Bridge on 07825 346535 to arrange a time slot.

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Will Bridge at Academicis, our recruitment partner, on wbridge@academicis.co.uk or by phone on 07825 346535 / 01223 907979.

You can apply for this position by using this [link](#)

Closing date: 13th January 2025

Shortlisting: 15th January 2025

Interviews: 21st and 22nd January 2025

