

# HEADTEACHER INFORMATION PACK 2019-2020



WANDLE  
LEARNING  
TRUST



**EnglishHubs**  
Wandle at Chesterton Primary



**PAXTON  
ACADEMY**  
SPORTS AND SCIENCE  
INDIVIDUALLY EXCELLENT, COLLECTIVELY BRILLIANT

# Dear Applicant

I am delighted that you are interested in a Headteacher position at Paxton Academy Sports and Science. Paxton joined our Trust in July 2019.

You will be joining us at an exciting time as we support wide-ranging school improvement, and as the school prepares to move into its brand new, purpose-built building. We are looking for an exceptional school leader with the energy, skills and commitment to develop an outstanding school for the children in Thornton Heath.

The new school building will have specialist facilities for science, sports and music and we are looking for an inspiring leader to develop and champion a rich curriculum that engages all our pupils, and challenges staff to be the best they can be.

Our pupils deserve dynamic, quality first teaching and excellent resources and we need a strong leader who can make this happen.

We can offer wonderful pupils and the support of a small, growing, innovative Trust. Uniquely amongst multi-academy trusts Wandle Learning Trust incorporates a Teaching School plus Early Years, Maths and English Hubs. This gives all our school leaders access to sector-leading expertise.

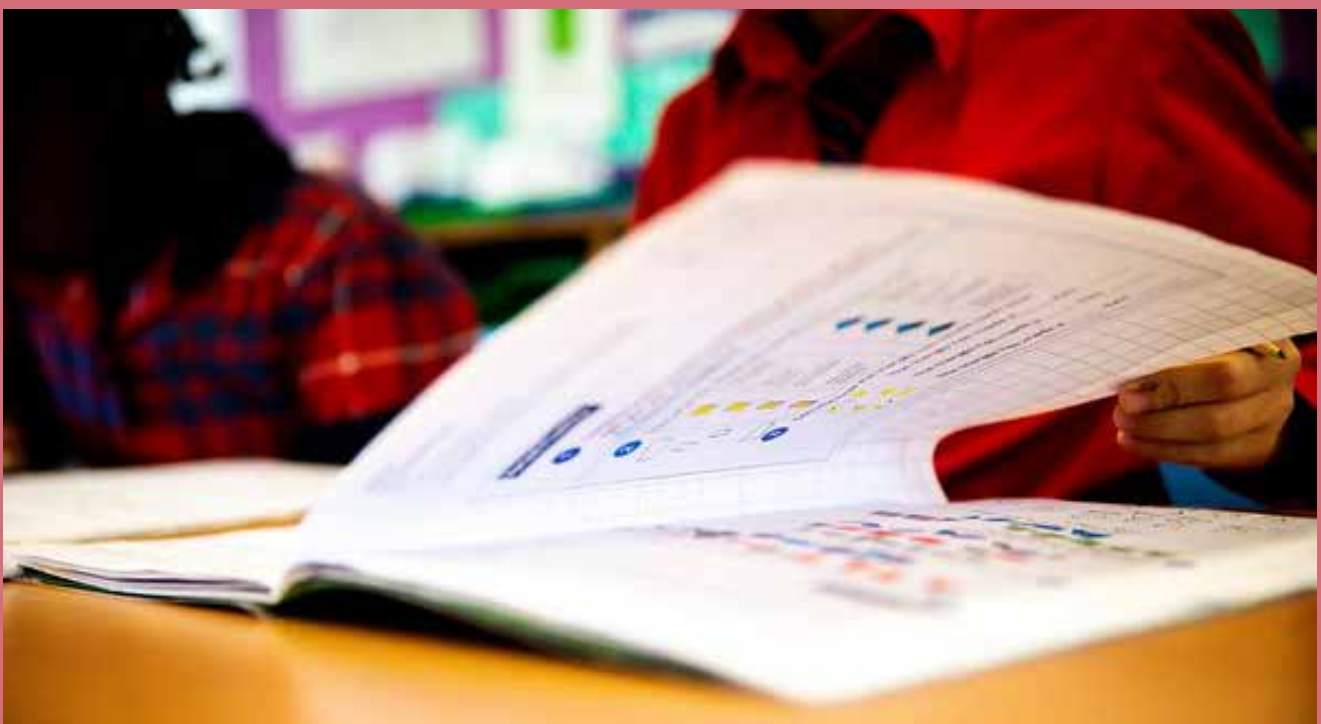


**WANDLE  
LEARNING  
TRUST**

As Headteacher of Paxton Academy you will have the autonomy to make decisions in the best interests of your pupils and their families, while enjoying the expertise of a Trust with nationally recognised specialisms in teaching and learning.

If you are ready to join our forward-thinking Trust and lead Paxton Academy in its next important stage of development we look forward to hearing from you. Please contact Mark Siswick on **07858 139101** to arrange your visit to Paxton Academy.

Yours sincerely  
**Sian Mathias**  
Chair of Trustees





# About the school

Paxton is a growing inner-city primary school with the potential to build to three forms of entry including Nursery provision. We currently have 190 pupils on roll.

We welcome children of all faiths, from a wide range of nationalities, into our school community. 60 percent of our children are Pupil Premium, and a significant number need extra support in learning English as an additional language when they join us. The Paxton parents are very committed and supportive of the school and its ethos and values. At Paxton we value respect, excellence and determination. We offer a broad curriculum with excellent pastoral support so that every child can leave us having worked hard, developed their talents and achieved to the very best of their ability.

## The Paxton journey

Paxton Academy has been on a journey of improvement since it was set up as Free School in 2014 to meet the needs of the local children in Thornton Heath. Since opening the school has been in a temporary site waiting for the new building. The

Ofsted inspection in May 2017 identified the school as requiring improvement. In Spring 2019 the DfE approached the Wandle Learning Trust with a view to the school joining the Trust which it did in July 2019. The WLT has been working closely with the school to support the necessary improvements. The Ofsted inspection in November 2019 just a few months after it had joined the Trust, judged the school as inadequate but acknowledged the positive impact the support from WLT was having.

Ofsted (November 2019): "The new Trust leaders' ambition is high...Trust leaders provide excellent expertise and support... They have a thorough understanding of what needs to improve and have the skills to do this. They are rightly acting with urgency. The school is ready now to work with a committed and visionary headteacher who has the drive and determination to take the school forward whilst maintaining the school's autonomy and unique qualities, and benefitting from being part of the WLT partnership."



## About our curriculum

At Paxton we offer an extensive, creative curriculum. We believe that giving children opportunities to learn across a range of locations including the outside environment is hugely beneficial.

Our curriculum provision is enhanced by specialist facilities within our new building in PE, Science and the Arts – in addition our specialist teachers who team teach Spanish, computing, music and PE alongside the class teachers. In all subjects, the learning objectives are heavily focused on developing the children's skills which will equip them for lifelong learning.



# About the Trust



As part of the Wandle Learning Trust (WLT) Paxton Academy enjoys the support of the Wandle Teaching School Alliance, set up by WLT founding schools Chesterton Primary School and Chestnut Grove Academy. Since establishing the Alliance Chesterton has been awarded Hub status in Maths, English and Early Years – all of which bring specific benefits to Wandle Learning Trust schools.

The Alliance consists of a wide range of schools from different phases, specialisms and organisations who work together in a variety of ways to identify and tackle key issues within schools. Whatever stage of your career you are in, WTSA and its partners offer a comprehensive package to support both career and professional development right through to Headship and Masters qualifications.



London South West Maths Hub is also part of the Wandle Learning Trust, working in partnership with Wandsworth Local Authority. The Hub – run out of Chesterton Primary School – is one of 34 Maths Hubs awarded across the country by the Department for Education. This means that Paxton Academy staff and pupils benefit from the support of consistently outstanding maths provision.



The London South West Maths Hub aims to support schools in seven boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond, Hillingdon, Hammersmith and Fulham) through a range of national and local projects each year. The core purpose of the Hub is to engineer a school-based support network to develop Mastery style teaching at all levels of education.

## EnglishHubs

Wandle at Chesterton Primary

Paxton Academy staff and pupils also have the support of Wandle English Hub – a status awarded to Chesterton Primary School on account of outstanding English teaching and learning. The Hub works with 16 boroughs across London supporting schools to achieve excellence in early literacy teaching.



The Wandle Early Years Hub is one of just three such Hubs across London, awarded to school alliances with excellent Early Years provision.

The Hub works with Early Years providers and local families to improve the take up of free quality childcare and early education provision for eligible two year olds.

The aims of the Early Years Hub are to improve provision for the most disadvantaged children, promote Early Years as a career and improve early intervention for children with SEND.

# Job description

## Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers and Strategic Direction and Development of the School.

To initiate a strategic vision and plan for the school and work with the Board of Governors and the Leadership Team to implement, monitor and review the plan for further development of the school within the local, national and international context:

- Lead by example and provide inspiration and motivation to the whole school community generating an over arching

ethos and associated policies for the school which promote high levels of progress and attainment within an inclusive, caring and safe environment.

- To work with the Trust to initiate and successfully execute a strategic vision and plan to move the school from Inadequate to Good
- Work in partnership with the whole staff and governors ensuring that the plan is regularly monitored, evaluated and reviewed to meet all statutory requirements.
- Ensure that strategic planning takes account of the diversity, values and aspirations of the families who use the school and the wider local community.
- Demonstrate an awareness of political insight, anticipate trends and embrace future opportunities with a positive mindset.

## Learning and Teaching:

To ensure that learning is at the heart of the school at all times and to take responsibility for raising the quality of teaching and learning across the whole school:

- Inspire and coach every teacher to deliver quality first teaching for every pupil every time.
- Promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning and assessment for every child.
- Lead, develop and monitor the curriculum to ensure a creative, flexible and balanced approach for every child that stimulates enjoyment and enthusiasm for learning.
- Promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning.
- Develop and maintain a broad range of extra-curricular activities across the school.
- Maintain and further develop effective systems for communicating with pupils, parents, staff and governors to ensure that individual targets and progress are achieved.

## Develop Self and Others:

To lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can maximise their potential:

- Lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection.
- Build a collaborative culture which positively embraces change and progression through staff empowerment and team work.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work / life balance.







### **Manage the Organisation:**

To provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation:

- In partnership with the Board of Governors set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative controls.
- Produce and implement clear evidence based improvement plans and policies to improve the school environment and its facilities.
- Recruit, retain and deploy staff appropriately and manage their workloads in order to achieve the school's goals.
- Maintain effective systems for safeguarding all pupils working with external agencies as required.

### **Accountability:**

To be accountable for the efficiency and effectiveness of the school to the Board of Governors and others, including pupils, parents, staff, Wandle Learning Trust and the community:

- Promote a culture of self-evaluation among the whole school staff so that they feel accountable for the success of the school.
- Provide accurate, timely and appropriate accounts of the school's performance to range of audiences including the Board of Governors, parents, Wandle Learning Trust, local community, Ofsted and others to enable them to play their part effectively.

### **Strengthen the Community:**

To engage positively with the internal and external school community ensuring that parents and pupils are well informed about the vision and plan for the school to encourage their involvement in driving high achievement for all:

- Maintain and promote positive strategies for challenging racial and other prejudice and dealing with harassment.
- Collaborate with agencies to ensure the academic, spiritual, moral, social and cultural wellbeing of pupils and their families.

- Develop and maintain effective partnerships with other primary and secondary schools including the Extended School Clusters, the Local Authority and other agencies to further pupil welfare and achievement.

### **Safeguarding and Promoting the Welfare of Children:**

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- Ensure that the Board of Governors is made aware and kept fully informed of any concerns which he/she may have in relation to safeguarding and / or child protection.



# Person Specification

Qualifications and Training
Qualified Teacher Status (QTS)
National Professional Qualification for Headship (NPQH)
Experience
Headteacher or Deputy experience with a track record of successfully leading and managing change
Safeguarding children and a commitment to its importance
Setting benchmarks, monitoring and evaluating the quality of teaching and learning
Planning, determining and organising major curriculum areas
Budget Management and financial responsibilities
Qualities and Knowledge
Comprehensive knowledge of the national policy framework and current educational legislation and initiatives
Ability to address issues identified by Ofsted and move school out of Inadequate
Reflective practitioner, not afraid to challenge the status quo, making sound and timely decisions based on good judgement
Emotional resilience and an energetic, positive attitude
Can work under pressure and with competing priorities
Ability to be discreet and adhere to confidentiality



### **Pupils and Staff and the community**

Proven commitment to professional development in leadership and management

Works closely with the Senior Leadership Team, drawing on their strengths and delegating when appropriate

Proven track record, reflected in an ability to achieve high levels of progress and attainment for every child in our fully inclusive school

Can ensure pupils' high standards of behaviour

### **The Self-Improving School System**

Can clearly communicate their strategic vision; motivate and inspire staff and children in the constant pursuit of excellence

Works in partnership with the governors and WLT , providing them with information, advice and guidance to enable them to meet their responsibilities in holding the school to account

A commitment to building and maintaining effective positive relationships with parents , carers, governors and the wider community and other schools

Proven track record of leading school improvement and raising standards

### **Systems and Process**

Passionate about 'quality first teaching', ensuring that a clear and rigorous system is in place for self-evaluation, actions for improvement and monitoring all staff

Familiarity with SIMS management system and Virtual Learning Environments and to be proficient in a variety of software packages such as MS Word, Excel and PowerPoint





# Headteacher

**£76,551.25-£88,056.25 per annum | Start Date – April or September 2020**

Are you looking for a new, exciting and unique opportunity to lead a vibrant and diverse community primary school?

Paxton Academy is a two-form entry Primary School in Thornton Heath, Croydon. It joined Wandle Learning Trust in July 2019 and there are exciting plans for its future including a new state of the art building (April 2020).

**Are you an enthusiastic, experienced and visionary leader able to rise to the challenge?**

Our school now needs an inspiring permanent Head to take the school to the next important stage of its school improvement journey. You would either be an existing Headteacher or an experienced Deputy with extensive leadership experience.

**Are you passionate about education and inspiring children for the future?**

In addition to the opportunity to work with highly rewarding children, we can offer you:

- The support of a forward-thinking Trust with comprehensive expertise in all curriculum areas via our Teaching School and Maths, Early Years and English Hubs
- The autonomy to plan outstanding provision in the best interests of your local school community.
- An authentic school-level partnership with Chesterton Primary and Chestnut Grove Academy The founding members of the Wandle Learning Trust.

Please download the application form from [www.wandlelearningtrust.org.uk](http://www.wandlelearningtrust.org.uk)

Your completed application form must be returned to [recruitment@wandlelearningtrust.org.uk](mailto:recruitment@wandlelearningtrust.org.uk)

**Closing date for applications:** Midnight 16/2/2020  
**Shortlisting:** week commencing 17/2/2020  
**Selection process:** 26/2/2020 and 27/2/2020

Contact Mark Siswick, Executive Headteacher Wandle Learning Trust for further information on **07858 139101**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

**PAXTON**  
**ACADEMY**  
SPORTS AND SCIENCE  
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**Contact us**

159 Brigstock Road, Croydon, CR7 7JP  
Email: [recruitment@wandlelearningtrust.org.uk](mailto:recruitment@wandlelearningtrust.org.uk)  
[wandlelearningtrust.org.uk](http://wandlelearningtrust.org.uk)