



**Belleville Wix Academy**

# **Headteacher** **Information Pack**



**Quality First Education Trust**

Part of the Quality First Education Trust. Registered company number: 07768645.

## Letter from the Chair

Dear applicant

Thank you for your interest in the role of headteacher at Belleville Wix Academy.

The Trustees believe this to be a very exciting opportunity at a vital point in the school's development. We are looking for an ambitious leader with the drive to improve the lives of the children we serve and the commitment to lead our school into the future.

The school has experienced a period of instability. However, it is now rapidly improving, having become an academy in August 2017 under the sponsorship of the Quality First Education (Q1E) Trust.

Within the Trust, Belleville Wix Academy has been working closely with Belleville Primary School, an outstanding local school, to ensure it has the capacity and resources to continue to improve. We have seen great developments already this year and we believe Belleville Wix is now ready to move into the next exciting stage of its journey to success. It has a strong staff team, committed local governors, supportive parents and motivated, enthusiastic children with the potential to achieve and succeed.

In January 2018, Ruth Hudson (an experienced headteacher from within the Trust) took the role of temporary acting headteacher.

We now hope to find the right candidate to lead Belleville Wix Academy as it moves forward, as well as to play a key role in our new and growing multi academy trust.

To find out more, we strongly encourage you to visit on either **Wednesday 28<sup>th</sup> February** or **Wednesday 7<sup>th</sup> March** to see the school, its staff and the children. Please contact John Grove, Executive Headteacher, at [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk) to arrange a visit and discuss the role before you apply.

**Julian Coningham**

Chair of Trustees

Quality First Education Trust

## Letter from the Executive Headteacher

Dear applicant

Thank you for expressing an interest in the headship of Belleville Wix Academy.

Belleville Wix is a growing primary school with many strengths. It was established on 1<sup>st</sup> August 2017 under the leadership of Quality First Education (Q1E), a primary multi academy trust, following the former Wix Primary School being placed into special measures in September 2016.

Q1E is an ambitious, fast-growing trust with huge potential. Being part of Q1E means excellent opportunities and benefits for the right leader. We focus on developing excellent teachers and pedagogy.

The new headteacher of Belleville Wix Academy can expect:

- A fantastic opportunity to lead a vibrant London school on its journey to success;
- A role in a unique setting, including an English-French bilingual stream;
- To draw on our central pedagogical team's expertise in Maths, English and Inclusion;
- The excellent backing of our central office team including full support in finance, HR, premises, IT, data analysis, complaints, appeals, legal support and more;
- To receive outstanding professional development, coaching and mentoring in the role;
- To be part of the supportive team of headteachers across our Trust, working as a strategic executive board to help steer the development and future growth of the Trust.

The schools in our Trust are supported to recruit, retain and develop excellent staff, drawing on:

- Effective Trust-wide recruitment;
- Our own successful school-based initial teacher training programme;
- The significant capacity of the Belleville Teaching School and the South West London Maths Hub, which provide a range of established programmes for staff at every stage of their careers, from newly qualified teachers to experienced senior leaders.

These are extremely exciting times for our schools and the Q1E Trust. If you have a relentless drive for excellence and equality, and share our passion for high quality teaching, I hope you will consider joining us.

**John Grove**  
Executive Headteacher

## About Belleville Wix Academy

Belleville Wix Academy is located in south London, between the open space of Clapham Common and the vibrant centre of Battersea. We have excellent transport links, being within walking distance of bus routes, tube and mainline stations. Our school is housed in a beautiful three-storey Victorian building with large playgrounds. The school is very well resourced and is undergoing a programme of carefully planned refurbishment works.

We have a strong ethos and clear values. Our aims are that all children:

- are safe
- are excellent learners
- have excellent social and emotional skills
- fulfil their potential.

Belleville Wix offers high quality, well-resourced and carefully structured provision. We provide an excellent broad and balanced curriculum with a strong focus on the core subject areas of reading, writing and mathematics. Children also benefit from high quality specialist subject provision, with specialist teachers employed to teach PE, music, art and modern foreign languages.

Our extra-curricular activities are constantly changing and have included such varied clubs as football, art, cookery, sewing, philosophy, debating, singing, dance, French and Mandarin. Pupils have opportunities to learn through a wide range of educational visits and events, including a residential trip in Year 6. There is a shared drive to constantly review, improve and enrich our curriculum to ensure learning is relevant and exciting for all pupils.

Belleville Wix Academy is unique in hosting three streams on site: an English stream, a French stream and a bilingual stream. Each of the streams has one class per year group.

- We deliver the English stream in line with the English curriculum.
- We share our site with école de Wix, a French primary school which delivers the French stream, in accordance with the French curriculum, overseen by the Lycée Charles de Gaulle de Londres.
- Our schools jointly deliver a bilingual stream. For bilingual classes, half the week is taught in English by Belleville Wix Academy teachers; and half the week is taught in French, by école de Wix teachers.

The school's current capacity is 360 children. This is comprised of 52 part time nursery places, 30 places per year group in our English stream and 14 places per year group in our bilingual stream (another 14 per year are registered through the French school, which also manages all the places in the French stream).

There is a distinct English-French bi-cultural character, but more widely we are proud of the school's genuine diversity, with our children speaking many different first languages between them. Ours is a dynamic, urban school with a rich mixture of cultures, a global outlook and strong international links.



## About the Quality First Education Trust

Quality First Education (Q1E) was established by Belleville Primary School in 2017. There are four schools in the Trust:

- Belleville Primary School – a large, popular, outstanding school with approximately 950 pupils across two sites in Clapham. Belleville holds several high profile national designations and has a strong track record of working with and supporting other schools to improve.
- Belleville Wix Academy – an improving school with approximately 330 children, one third of whom are taught through an English/French bilingual stream. Belleville Wix has been sponsored by the Trust since August 2017.
- The Alton Primary School – a good and improving school with approximately 200 pupils on its extensive site bordering the Alton Estate and Richmond Park in Roehampton.
- Churchfields Primary School – a good and improving school with approximately 450 children on its extensive site in Beckenham.

We are four diverse schools, linked together by a relentless drive for excellence and equality. The principle “united and unique” is central to our ethos. By this we mean our schools are united where it is beneficial, but retain their unique nature. Each school has its own character and each has different strengths to bring to the partnership. Being part of a larger organisation gives the schools many advantages, particularly around sharing knowledge, practice and resources. It also provides security from financial pressures and the rapid speed of change within the system.

Another of our core principles is the belief that “the quality of an education system (or school) cannot exceed the quality of its teachers” (McKinsey 2007). This lies at the centre of what we do and how we operate. Together we provide a high quality education for the children we serve.

We aspire to ensure that Q1E not only provides an outstanding education for the children we serve, but is also a great organisation to work in. The Trust provides clear structures, excellent resources and outstanding professional development for staff at all levels, enhanced by additional support from the Trust’s specialists in English, Maths, inclusion and other core areas. The strong relationship between our schools and their leaders supports genuine joint practice development and meaningful peer review.

We are extremely outward-facing, with a keen focus on learning from the best, and strong links with outstanding schools nationally and internationally. This enables us to offer staff broader opportunities in system leadership, research and development. For example, we are at the cutting edge of maths development and are one of the national leaders in the teaching of Singapore-style maths; members of our team have visited and hosted visitors from Singapore and Shanghai.

The Belleville Teaching School is a significant asset to the Trust, giving us the capacity to further improve our own schools and to support others. We deliver our own school-based Initial Teacher Training and have developed high quality programmes for new and recently qualified teachers, middle leaders, subject leaders, SENCOs, senior leaders and headteachers. Hundreds have benefited from our Teaching School provision. All those joining the Trust receive extensive induction and training: we invest heavily in supporting our staff to reach their full potential.







## Job description

**Post title:** Headteacher of Belleville Wix Academy

**Grade and salary:** Salary range: £67,305 to £88,294

(Leadership Scale point 18 to 24 with up to 15% uplift for an exceptional candidate)

**Responsible to:** Executive Headteacher

### MAIN PURPOSE OF THE ROLE

- Leadership and management of the school including staff, timetables, resources and financial management of allocated funds.
- Delivering the best possible educational provision and standards for all, creating an atmosphere and structure in which pupils and staff have high expectations of themselves and each other.
- Implementation, monitoring, evaluation and improvement of the school's policies and procedures, ensuring they are appropriate, impactful, fit for purpose and followed by all.
- Ensuring all children receive an excellent 'Quality First Education'
- Ensuring effective school improvement
- Ensuring the school achieves its aims that all children:
  - Are safe
  - Are excellent learners
  - Have excellent social and emotional skills
  - Fulfil their potential

### RESPONSIBILITIES

#### Strategic development

To work with the Executive Headteacher to:

- develop a vision for the school and communicate it to staff, pupils, parents and governors
- to plan and monitor the school's journey to excellence
- implement policies through which this shall be achieved
- manage staff and resources

#### Ethos

To contribute to the promotion of a positive ethos within the school and the wider Trust by:

- having a clear understanding of equal opportunities
- seeking the very best opportunities and provision for all our children
- valuing individuals
- maintaining high morale and confidence
- setting an example of high standards
- maintaining a high standard of behaviour
- ensuring Belleville Wix Academy is a truly inclusive school

#### Teaching, Learning, Curriculum and Standards

- To ensure the effective management and continued improvement of teaching and learning
- To ensure high standards of attainment and progress for all children, including those with SEND, EAL, those entitled to pupil premium and vulnerable pupils
- To ensure that the school delivers and continually improves a broad and balanced curriculum that meets legal requirements and provides effective challenge and support
- To ensure equality of opportunity for all pupils so that they achieve
- To keep up to date with legislation and ensure the school meets all legal requirements
- To keep up to date with Ofsted guidance and frameworks.





<b>Leading and Managing Staff</b>
<ul style="list-style-type: none"><li>• To lead and manage the senior team</li><li>• To ensure effective communication, monitoring and decision-making</li><li>• To work with the Executive Headteacher to recruit excellent teachers and support staff and ensure that the school's safeguarding responsibilities are met</li><li>• To lead effective staff development throughout the school, monitoring the continuing professional development programme for all staff</li><li>• To ensure that the school's appraisal procedures for staff are implemented fairly and consistently.</li></ul>
<b>Communication and Partnership</b>
<ul style="list-style-type: none"><li>• To develop, implement and maintain effective strategies that engage the whole school community</li><li>• To develop, maintain and promote a positive relationship between home and school</li><li>• To develop and maintain effective relationships with the wider community and outside agencies</li><li>• To support and develop effective professional and impactful dialogue within the Trust.</li></ul>
<b>Behaviour and Welfare</b>
<ul style="list-style-type: none"><li>• To promote and be responsible for the safety and well-being of all pupils and staff</li><li>• To be 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, young people and vulnerable adults as it relates to this role</li><li>• To be the Designated Safeguarding Lead</li><li>• To ensure the school is maintained effectively and provides a safe and secure environment for pupils, staff and visitors</li><li>• To ensure the Executive Headteacher is made aware of and kept fully informed of any concerns arising in relation to safeguarding and/or child protection</li><li>• To maintain effective pupil behaviour management procedures and ensure these are understood and implemented consistently by all staff.</li></ul>
<b>Resource Management</b>
<ul style="list-style-type: none"><li>• To manage school resources appropriately and effectively</li><li>• To undertake efficient and effective financial management of allocated funds</li><li>• To be strategic in deploying staff and resources in the best interests of all children and in line with the school's development priorities.</li></ul>
<b>Other</b>
<ul style="list-style-type: none"><li>• To ensure regular and effective reporting to the Local Governing Body and the Trust Board, as appropriate, on school performance and improvement</li><li>• To deputise for the Executive Headteacher in his absence</li><li>• To work with and support the Executive Headteacher, and the other school(s) within the Trust, to ensure the best possible educational provision and standards for all</li><li>• To support the Trust's outreach work, including the Teaching School Alliance</li><li>• To undertake any other duties commensurate with the post as reasonably delegated by the Executive Headteacher.</li></ul>

*This job description should be read in conjunction with the range of duties and responsibilities of Headteacher as set out in Part VII Paragraphs 46 - 48 of the annual Teachers' Pay and Conditions Document. Candidates will be expected to have considered these in relation to Belleville Wix Academy.*





## Person specification

	Essential	Desired
<b>General</b>		
Professional knowledge and understanding of what constitutes and how to achieve quality in educational provision and high aspirations for a diverse community of inner city children	✓	
Demonstration of commitment, drive and enthusiasm in delivering the above	✓	
<b>Qualifications</b>		
Degree	✓	
Qualified Teacher Status	✓	
National Professional Qualification for Headship (NPQH)		✓
Evidence of continuing professional development	✓	
<b>Experience</b>		
Experience of raising levels of educational achievement	✓	
Appropriate experience of primary teaching	✓	
Experience of whole school management at senior level	✓	
Experience of curriculum development and innovation	✓	
Experience of finance and resource management		✓
Experience of staff deployment, development and training	✓	
Experience of working with and advising Governors	✓	
Experience of working co-operatively with other agencies/the local community	✓	
<b>Knowledge and Understanding</b>		
Knowledge of the factors relating to high standards of pupil achievement and child development	✓	
Knowledge of the principles and practice of school improvement, with an understanding of performance measures and approaches to improving standards	✓	
Knowledge of approaches in curriculum development, teaching and learning	✓	
Understanding of the relationship between curriculum planning, pupil assessment, monitoring and target setting	✓	
Knowledge of the National Curriculum including the framework and structure of the Early Years Foundation Stage and Key Stages One and Two	✓	
Knowledge of improvement/development planning and the formulation, implementation and evaluation of short and long term objectives	✓	
Sound knowledge of IT and computer applications	✓	
Understanding of the importance of meeting the needs of all pupils within the community	✓	
Knowledge and understanding of the SEN code of practice	✓	
Understanding of Health and Safety procedures and regulations, including Safeguarding	✓	
Knowledge and understanding of the roles and responsibilities of the headteacher, local governors and Trustees	✓	





<b>Skills and abilities</b>		
Ability to raise educational achievement	✓	
Ability to improve teaching through monitoring, guiding & exemplary practice	✓	
Ability to promote good standards of behaviour	✓	
Ability to implement, facilitate and manage change	✓	
Ability to work co-operatively and collaboratively with colleagues	✓	
Ability to communicate effectively both orally and in writing with pupils, parents, staff, governors and other key stakeholders, including articulating, summarising and presenting complex and sensitive information	✓	
Strong interpersonal skills with the ability to listen, persuade, negotiate and act collaboratively as an effective member of a team	✓	
Ability to inspire, motivate, encourage, support and involve children, staff, governors and parents	✓	
Ability to deal with, and relate sympathetically, to adults and children from a diverse range of backgrounds	✓	
Ability to support the development of a long term, inclusive vision for the school	✓	
Ability to manage the financial and budgetary aspects of the school		✓
Ability to implement school self-review and evaluation		✓
Ability to devise and implement effective systems to improve the performance of the school and to keep these systems under systematic review	✓	
Ability to innovate as well as to recognise and build on others' good practice	✓	
Excellent analytical and evaluative skills	✓	
Ability to make complex decisions quickly and frequently	✓	
Ability to appreciate and manage conflicting and diverse opinion	✓	
Ability to work on own initiative and be proactive	✓	
<b>Personal Qualities</b>		
A relentless drive for excellence and equality	✓	
High motivation and enthusiasm	✓	
High personal standards and aspirations	✓	
A clear vision of educational excellence and how this can be achieved	✓	
Positive and pro-active approach to change	✓	
Manages pressure with resilience and flexibility	✓	
A strong commitment to equal opportunities	✓	
Commitment to partnership with governors, parents and the wider community	✓	
Reliable and self-reliant	✓	
Engaging and approachable	✓	
Willingness to be accountable for decisions and take appropriate risks	✓	



## How to apply

Please complete the application form supplied along with this pack (via our website and on TES jobs). To make the most of your application, we encourage you to:

- Read through the whole of this pack, including the information about the school, the trust, the full job description and the person specification.
- Visit the school on **Wednesday 28<sup>th</sup> February** or **Wednesday 7<sup>th</sup> March 2018**. Contact John Grove, Executive Headteacher, at [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk) to arrange a visit and discuss the role before you apply.
- Provide specific evidence in your application to demonstrate that you meet all the criteria, and that you have the necessary skills, knowledge, experience, vision and drive for this exciting role.
- Ensure you provide a contact number so that we can reach you if we need to.

If you have any queries, or have any special requirements to enable you to fully participate in the application/selection process, please contact us at [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk).

Email your completed application (for the attention of John Grove, Executive Headteacher) to [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk) by noon on **Friday 9<sup>th</sup> March 2018**.

### **EQUAL OPPORTUNITIES IN THE QUALITY FIRST EDUCATION TRUST**

- *Our schools are committed to ensuring that every employee is treated fairly in day to day work, promotion and training.*
- *every job applicant is given an equal chance when they are considered for jobs.*
- *our schools aim for their workforce to reflect the composition of the local community.*
- *our schools aim to end discrimination in the workplace in respect of different racial groups, sexual orientation, religion, belief and people with disabilities.*

### **LEGAL INFORMATION**

*We are under a duty to protect the public funds we administer and to this end may use the information you have provided on your application form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Providing any misleading or false information to support your application will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.*

### **DATA PROTECTION ACT 1998**

*The information given on the application form will be used by the Quality First Education Trust for:*

- *the purpose of processing your application for employment;*
- *monitoring the Trust's employment policies; and if your application is successful,*
- *recording information relevant to your employment*

*Any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined in Section 2 of the Data Protection Act 1998. Submitting the application form consents to the processing by the Trust for the purposes set out above of all the information you give, including such information as constitutes sensitive data.*

### **SAFEGUARDING**

*This position involves working with children and young people. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, all criminal convictions must be disclosed.*

*This post is subject to a Disclosure Barring Service (DBS) check to an enhanced level.*

