



Headteacher Recruitment Pack

Wykebeck Primary School

Brander Street,
Leeds, Yorkshire,
LS9 6QH

0113 2491525

www.wykebeckprimary.co.uk
office@wykebeckprimary.co.uk

Wykebeck Primary School

“Learning together for Life”

Letter from the Chair of Governors

Dear Candidate

Thank you for starting your journey to get to know our school and your interest in becoming our Head Teacher. Wykebeck Primary is a fabulous school that offers children, parents, staff and the wider community endless opportunities to flourish and grow. Education is the core of what we do, but wellbeing and our “Wykebeck Way” is equally important to the support our school can offer.

Our Governing body is small but effective with a variety of backgrounds including teaching, data protection, project management and Human Resources. It has been my mission since becoming Chair to ensure we are an extension of the Wykebeck team. Experience has taught us that the key to a successful Governing body is to mirror the culture and ethos of the school and share in its passion to succeed. We operate in a space of transparency which allows Governors to act in a true critical friend role, enabling the School Leadership team to ask for advice and support, and aiding their operational responsibility for the school.

We put a tremendous amount of trust in our Head Teacher to do the right thing. Many of our children come from homes with extremely limited funds. To create a level playing field and to ensure each child feels part of the Wykebeck community, we use our school budget to give every child a free uniform at the start of the school year. We do this because it is the right thing to do. We do this because for the many of our parents, affording a uniform is not possible and providing this can take a lot of stress and worry away from parents and carers. These things are just as important in our school as the curriculum we teach.

Our children are diverse incorporating many languages, religions, beliefs, abilities and needs. We have an enriching curriculum that is sensitive to all our community and balances the importance of academic and experiential learning. We would like a Head Teacher who thrives in creating exciting learning opportunities for everyone.

We want our children to develop, but it is just as important that we develop our teams. Our staff worked tirelessly to achieve our recent Good rating from Ofsted, a fantastic achievement against a backdrop of many challenges. We are looking for an engaging and aspirational leader who appreciates we need to embed practices which helped us achieve our rating, whilst also delivering a strategy to build on the great work achieved and punch towards achieving Outstanding levels.

The Team is passionate and driven, we know we have a great offer. We are looking for another great Head Teacher who wants to get their arms around a very special school and be proud of what you will be at the heart of.

We look forward to receiving your application!

Sarah Wass Chair of Governors – Wykebeck Primary School

Wykebeck Primary School

“Learning together for Life”



The Wykebeck Way

Wykebeck Primary School is committed to ensuring all children fulfil their potential. We are an inclusive and diverse school and the core values of democracy, tolerance, rules liberty and respect are embedded in all aspects of school life.

Our school is a safe and secure place where children can develop their talents and self-belief. We believe that learning is for life and that our whole school community will develop the skills they need to contribute positively to our ever-changing world.

We want everyone to have:

The empathy to recognise and accept other's views and beliefs.

The curiosity and confidence to question and investigate.

The resilience to keep going when faced with challenge.

The skills to seek different solutions to a problem, analyse and self-evaluate.

We aim to embed these learning habits into the way our children think, so that they have enjoyment of lifelong learning beyond their school experience. Then they can become independent learners of the future.

We call these our 'learning muscles',

We are 'learning together for life'

Wykebeck Primary School

“Learning together for Life”

We asked our children what they hope for in our new headteacher. They said...

- Someone who is funny, calm, kind and patient.
- Someone who listens if you if you have a problem.
- Firm but fair. Someone who is approachable.
- A headteacher who you know will listen to your opinion too.
- Someone I can speak to if I have a problem or if I am upset about things.
- A creative headteacher who plans some activities for each year group to get to know us.
- Someone who can laugh with us, has a good sense of humour and gets to know you individually and who is not in the office all of the time!



Our teachers said...

- Someone who is a visible presence who is hands-on and willing to ‘muck in’ at times when needed. Someone whose ‘door is open’ (literally and metaphorically).
- Someone who communicates a clear vision, has high expectations of Teaching & Learning and behaviour, is inspiring, motivational and thinks about the bigger picture.
- Our headteacher should care about the day to day well being of staff members, behaviour and the repercussions involved - someone who’s as happy being in classrooms, caring about the practicalities of the school day as they are in the theory.
- Someone understanding and confident in decision making, able to work as a team and who’s child oriented and empathetic.
- Someone who’ll encourage members of staff to work as a team to support one another and the children’s needs.
- They should be a good leader, able to build good relationships with staff and cares about the children, their needs and their progress.
- Someone who can develop a good community link with parents, and who sees the benefit of supporting Mental Health in school.

Wykebeck Primary School

“Learning together for Life”

Head Teacher Vacancy

Salary: L18 – L24 (£67,351 - £77,237)

Start Date: December 2023

We are looking for an exceptional leader who will bring their own passion and enthusiasm to our school.

Wykebeck is a thriving inner-city 2-form entry primary school, with an age range expansion to include 2-year-olds from September 2023.

We are a diverse school that sits at the heart of the local community. All leaders, including governors have worked hard to improve the school and were delighted that the latest Ofsted December 2021, judged the school to be good in all areas.

‘Wykebeck is a richly diverse school. Pupils from many different backgrounds and ethnic groups attend. The ‘Wykebeck Values’ curriculum makes a positive contribution to pupils’ personal development and their preparedness for life outside school. ‘Ofsted, December 2021



We are proud of our achievements that are driven by a relentless and passionate determination from leaders, staff and governors. We are committed to ensuring the best possible learning experience for every one of our pupils to equip them to have positive futures through a rich and well-planned curriculum experiences.

“Leaders have established a strong collaborative ethos within school. Staff, including early career teachers, feel well supported. There has been considerable investment in staff training. They say that leaders support them with their workload.” Ofsted, December 2021

Wykebeck Primary School

“Learning together for Life”

We aim to transform the lives of our children and the community we serve. This includes considerable commitment to SEND, welfare, safeguarding and pastoral resources for the children which extends to providing support to families and the local community.

“Pupils value the support that adults provide. Pupils explained, ‘If you show any negative behaviours, you can go to the nurture room, and they help you to turn them into positive ones.” Ofsted, December 2021

Important qualities are:

- An aspirational and strategic leader that looks beyond the normal
- A commitment to making a positive difference to children’s lives
- A confident and collaborative leader with the ability to develop leaders and a capable staff team
- A leader that brings initiative, energy and drive to continue our improvement journey
- Maintains effective positive communication skills to deal with all stakeholders, including children
- An inclusive and child-centred leader
- A proven ability to secure highly ambitious standards for all pupils.

This position at Wykebeck offers:

- An inviting environment with recent developments to both indoor and outdoor learning spaces
- A well-managed building and budget
- An opportunity to make a difference to the futures of our children
- Effective and supportive local partnerships
- A highly motivated team of qualified, trained and capable people, both in teaching and support, dedicated to ensuring an engaging and wide curriculum-based learning experience, with optimal outcomes for every child
- Enthusiastic and well-behaved children
- A committed, knowledgeable and motivated governing body
- Positive working relationship with the local authority
- An effective induction for the successful candidate

Wykebeck Primary School

“Learning together for Life”



If you are interested in leading our school into the next stage of its development, we would love to hear from you. For an informal and confidential discussion about the role, please request by email at sarah.wass@wykebeckprimary.co.uk (Chair of Governors)

For more **information**, please look on our website www.wykebeckprimary.co.uk

You are warmly invited to visit our school and are welcome to come and find out more about us. Dates for visits are Friday **17th March** & Friday **24th March 2023**.

Please email office@wykebeckprimary.co.uk to make an appointment.

The closing date for applications is **31st March 2023**.

Shortlisting will take place on **19th April 2023**.

Assessments and interviews will take place on **25th & 26th April 2023**.

To request an application pack please email educ.headteacher@leeds.gov.uk

Wykebeck Primary School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line.

We promote equality, diversity and inclusion and want a workforce which reflects the population of Leeds.

Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the School can only ask an individual about convictions and cautions that are not protected.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

The School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The School selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The School ensures that all those in the School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The School makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

The School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information regarding conviction information

On the 29 May 2013, legislation¹ came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Applicants can refer to the guidance and criteria on the DBS website which explains the filtering of old and minor cautions and convictions which are now 'protected'.

¹ See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013.