



WELLSPRING

We Make A Difference

Head of School

Victoria Primary Academy, Leeds, Yorkshire



Why Wellspring?

Wellspring Academy Trust is a highly successful organisation, renowned for an unwavering commitment to inclusion and our distinct social purpose. We are committed to making a difference to the lives and life chances of the young people and communities we serve.

As a large and growing Multi Academy Trust our Primary, Secondary, Special and Alternative Academies span across Yorkshire, Lincolnshire and the Humber. They are all vibrant, autonomous, highly successful and community focused.

The Trust strives to be a diverse and inclusive place where we can all be ourselves. We are defined by our values which are our guiding lights, and we are not afraid to take the harder path to remain true to them.

As the Trust continues to develop, there is a broad range of roles and opportunities that offer pathways for ambitious and dynamic individuals. We value our people: relationships are central to our culture. High quality induction training and ongoing professional development support is guaranteed.

We want our people to reflect the diversity of our communities. Through our inclusive practices, we aim to break down barriers and ensure that all individuals have the opportunities to succeed.

We aim to raise expectations and ambitions for every young person in our care. We make a difference.



What We Offer



About the Role

Starting in September 2025, this is a unique opportunity to join a values-driven and vibrant academy trust with thirty-three schools across Yorkshire and Lincolnshire. A January 2026 start would be considered for the right candidate.

As Head of School, you will lead Victoria Primary Academy, part of the Barnsley-Leeds Primary Partnership (BLPP), which is within Wellspring Academy Trust. The BLPP consists of five schools who thrive through collaboration whilst maintaining their own individual identities. You will work in partnership with the Executive Principal, Jessica Jenkins who leads two out of the five schools.

We believe in support via peers and networks as such you would work closely with the leaders within our Partnership to create excellence for our children. Victoria Primary is the heart of the community and a lifeline for so many. We see our role as not just an educational facility but as a hub for our families. This is a unique opportunity to lead a flourishing, vibrant and highly regarded school.

We have a warm and dedicated staff team who work with heart and care for all our children. We pride ourselves in being inclusive and nurturing. You will be proud to lead such a dedicated staff team and cherish everything they achieve for our pupils.

Wellspring Academy Trust prides itself in providing high quality, inclusive education. We have special schools, alternative academies, mainstream primary academies and mainstream secondary academies that we are very proud of. Our inclusive and relational approach means we have never permanently excluded a pupil from any of our schools.

We are absolutely committed to unconditional positive regard being at the very heart of our culture, and we really do make a difference to the life chances of our children and young people.

We are specialists at making a difference.

We are looking for an inclusive, relational and committed professional to join us. Someone who thrives from a purposeful curriculum and enriches the lives of others. This role would suit an experienced leader who is ready for a new challenge or someone wanting to take their first move into headship.



Job Description

Head of School responsibility

The appointment is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

Specific Responsibilities

Shaping the future

To work with the Executive Principal, Trust and Governing Body to develop a strategic vision for the Academy within its community; work with Executive Principal to analyse and plan for the future needs and further development of the Academy within the local, national and international context, by:

- Implementing the educational vision, direction and ethos that secures effective teaching and successful learning and achievement by pupils, preparing them for the opportunities, responsibilities and experiences of adult life;
- Ensuring that the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all;
- Working with the Executive Principal, Governing Body and the Academy community to translate the vision into agreed objectives and operational plans which promote and sustain Academy improvement;
- Demonstrate the vision and values in everyday work and practice;
- Ensuring that all those involved in the Academy are committed to its aims, motivated to achieve them and involved in meeting long, medium and short-term objectives and targets that secure the success of the Academy;
- Implementing a strategic plan that takes account of the diversity, values, experience and aspirations of the Academy and the wider community;
- Working to ensure that the strategic plan set in partnership with the Executive Principal and the Local Governing Body for Victoria Primary Academy is underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards, make progress and increases teachers' effectiveness and secures Academy improvement;
- Leading curriculum development and innovation, ensuring creativity and the use of appropriate technologies to achieve excellence;
- Ensuring that policies and practices take account of national, local and Academy data and inspection research findings; and
- Working in partnership with the Executive Principal to monitor, evaluate and review the effects of policies, priorities and targets of the Academy in practice and taking necessary action.
- Work with the Partnership to ensure systems, curriculum and review is robust and reflects the needs of Victoria Primary Academy and that other schools in the Partnership are considered.



Job Description

Securing Accountability

To be accountable to the Executive Principal for the efficiency and effectiveness of the Academy and to engage in the systematic and rigorous self-evaluation of the work of the Academy, collecting and using a rich set of data to understand the strengths and weaknesses of the Academy and combining the outcomes of regular Academy self-review with external evaluations in order to develop the Academy by:

- Providing information, objective advice and support that enables the Academy to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money;
- Maintaining the Academy ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility and accountability for outcomes;
- Reporting to the Executive Principal and Trust on the discharge of the functions and the affairs of the Academy;
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with performance management review timelines;
- As DSL, ensures that the school/team abides by the most up to date KCSIE and other linked policies related to safeguarding. Conduct regular quality assurance exercises to ensure this doesn't drift.
- Be available / plan for holiday cover to ensure that a DSL is responsible for representation of 'emergency or statutory' meetings in term and non-term time.
- Using a range of evidence, including national data and the Academy's own performance data, to support, monitor, evaluate and improve aspects of Academy life, including challenging poor performance;
- Maintaining quality assurance systems, including Academy review, self-evaluation and performance management and presenting a coherent and accurate account of the Academy's performance to a range of audiences to enable them to play their part effectively;
- Ensuring that parents and pupils are well informed

about the curriculum, attainment and progress and about the contribution that they can make to achieving the Academy's targets for improvement;

- Supporting the Executive Principal on reporting to the Governors annually on the performance management of Teachers at the Academy in relation to the School Teachers' Pay and Conditions Document;
- Providing information about the work and performance of staff where it is relevant to their future employment; and
- Reflecting on personal contribution to Academy achievements and taking account of feedback from others.

Strengthening Community

To recognise and take account of the richness and diversity of the Academy's communities. To contribute to a dialogue that builds partnerships and community consensus on values, beliefs and shared responsibilities. Listen to, reflect and act on, community feedback. Build and maintain effective relationships with parents, carers, partners and the community. Enhance the education of all pupils by:

- Contributing to an Academy culture and curriculum that takes account of the richness and diversity of the Academy and the wider community;
- Promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment;
- Ensuring learning experiences for pupils are linked into and integrated with the wider community;
- Ensuring a range of community-based learning experiences;
- Working in partnership to provide academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Contributing to the communication flow with the wider community to build upon all stakeholders' confidence and understanding of the Academy;
- Identifying and using opportunities to invite parents and carers, community figures, businesses or other organisations into the Academy to enhance and enrich the Academy and its value to the wider community;

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- Ensuring that the Academy promotes effective links with the local community and continues the development of close liaison with other local primary and secondary schools;
 - Sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
 - Co-operating and working with relevant agencies to protect and safeguard children;
 - Ensuring that the Academy offers appropriate extended services;
 - Co-operating and working with relevant agencies to secure the outcomes of Every Child Matters;
 - Maintaining an inclusive environment whereby all children, including those with physical or learning difficulties, can be welcomed and supported appropriately; and
 - Maintaining an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the Academy and its facilities;
 - Working with the Executive Principal to recruit, retain and deploy staff to achieve the vision and goals of the Academy;
 - Dealing with the competence and capacity of staff;
 - Identifying priorities for expenditure, allocating funds and ensuring effective administration and control;
 - Holding staff to account for performance and disposition
 - Managing, monitoring and reviewing the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money;
 - Responsibility for promoting and safeguarding the welfare of children and young persons; and
 - Deploying a range of technologies effectively and efficiently to manage the Academy.

Managing the Organisation

- To take day to day operational control of the Academy under the direction of the Executive Principal.
- Contribute to the Academy's strategic plan and financial context, making informed judgments.
- Make a significant contribution to the development of appropriate structures and systems, delegating management tasks and monitoring their implementation.

Prioritising, Planning and Organising Self and Others

Think creatively to anticipate and solve problems, by:

- Having day to day operational control of the organisational structure that reflects the Academy's values and enables the management systems, structures and processes to work effectively in line with legal requirements and Trust policies;
- Working in partnership with the Executive Principal in managing and organising the Academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and Health and Safety regulations;

Developing Self and Working with Others

Lead, motivate, support, challenge and develop individuals and teams. Foster an open, fair, equitable culture, treating people with dignity and respect. Maintain a positive Academy culture, by:

- Maximising the contribution of staff to improve the quality of education provided and standards achieved and ensuring that constructive working relationships are formed between staff and pupils;
- Planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service;
- Maintaining a collaborative learning culture within the Academy;
- Sustaining effective systems for staff induction, professional developments and the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement;

Job Description

- Ensuring that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified teacher Status, the Career Entry Profile and standards for induction;
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development;
- Challenging, influencing and motivating others to attain high goals, maintaining a culture of high expectations for self and for others, acknowledging and celebrating the achievements of individuals and teams and taking appropriate action when performance is unsatisfactory; and

Leading Learning and Teaching

Collaborating and networking with others between and beyond the academies. Leading Learning and Teaching To work with the Executive Principal to secure and sustain effective teaching and learning throughout the Academy. To monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement, by:

- Ensuring that all pupils receive a high-quality education in a happy, stimulating, safe and healthy environment;
- Ensuring a consistent and continuous Academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Ensuring that learning is at the centre of strategic planning and resource management;
- Maintaining creative, responsive and effective approaches to learning and teaching;
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Demonstrating and articulating high expectations and setting aspirational targets for the whole Academy community;
- Implementing strategies that secure high standards of behaviour and attendance;
- Determining, organising and implementing a diverse, flexible and purposeful curriculum that is relevant to pupils' needs and is supported by an effective

assessment framework;

- Implementing approaches that develop pupils' understanding of themselves as learners and motivate and support them to improve their learning;
- Organising and implementing new and emerging technologies to enhance and extend the learning experience of pupils;
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies to ensure that the highest standards of teaching and learning are maintained and that underperformance is challenged at all levels; and
- Giving and receiving effective feedback and acting to improve personal performance. This job description may be amended at any time in accordance with the needs of the Academy after discussion and appropriate consultation with the post holder.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring team members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

Criteria	Essential / Desirable	How Identified
Qualifications & Certification		
Qualified teacher status	E	Application Form Documentary Evidence
Degree	E	
National professional qualification for headship (NPQH)	D	
Experience		
Successful leadership and management experience in a school	E	Application Form Interview Interview Task
Teaching experience	E	
Involvement in school self-evaluation and development planning	E	
Demonstrable experience of successful line management and staff development	E	
Knowledge & Skills		
Data analysis skills, and the ability to use data to set targets and identify weaknesses	E	Application Form Interview Interview Task
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	E	
Understanding of school finances and financial management	E	
Effective communication and interpersonal skills	E	
Ability to communicate a vision and inspire others	E	
Ability to build effective working relationships	E	
Personal Qualities		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	Application Form Interview
Ability to work under pressure and prioritise effectively	E	
Commitment to maintaining confidentiality at all times	E	
Suitability to work with children, young people		
Satisfactory DBS disclosure to work in an environment dealing with young people	E	DBS Disclosure Interview References

Person Specification

Criteria	Essential / Desirable	How Identified
Additional Requirements		
Operate with the highest standards of personal/professional conduct and integrity	E	Interview
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	
Willing to undertake training and continuous professional development in connection with the post	E	
Work in accordance with the Trust's values and behaviours	E	
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	
A commitment to safeguarding and promoting welfare for all	E	
Able to undertake any travel in connection with the post	E	





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Applications

If you would like any further information on the role, or to arrange a school visit, please contact Catherine Batley on catherine.batley@wellspringacademies.org.uk

Post Title: Head of School

Reporting to: Executive Principal

Academy: Victoria Primary Academy

Duration of Post: Full-time, permanent

Start Date: September 2025, or January 2026 for the right candidate

Closing Date: Friday 16th May at noon

Shortlisting: Friday 16th May pm

Interview Date: 21st and 22nd May 2025

Salary Range: L15 – L21

How to Apply

Further information on how to apply for this role can be found on our website:

<https://vpaleeds.co.uk/our-academy/vacancies/>

All applications must be completed via My New Term. CVs will not be accepted.



[www.vpaleeds.co.uk](https://vpaleeds.co.uk)



www.facebook.com/VPALeeds

Further Information

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. As this role involves working with children in regulated activity, please note that it is an offence to apply for the role if barred from engaging in regulated activity with children.

References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities. If you require any support with completing your application, please do not hesitate to get in touch.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

Wellspring Trust

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