

[www.discoverytrust.org](http://www.discoverytrust.org)



# Recruitment Pack

Wellington Place Primary School



**Wellington Place**  
Primary School  
Learn, Lead, Achieve, Succeed







# Contents

**04** ..... **Welcome**

**06** ..... **About Wellington Place Primary School**

**08** ..... **Our Trust**

**10** ..... **Working Together**

**11** ..... **The History of Wellington Place**

**12** ..... **About Market Harborough**

**14** ..... **What we're looking for**

**14** ..... **Get in touch with Discovery**

**16** ..... **Job Description**

**20** ..... **Person Specification**

**22** ..... **How to Apply**



# Welcome

**Thank you for your interest in the post of Headteacher at Wellington Place Primary School, which is due to open in September 2024.**

**This is an exciting opportunity for an individual looking for new leadership opportunities and the chance to shape and create an exciting brand-new learning facility for the new community of Wellington Place in Market Harborough.**

Discovery Trust consists of fourteen primary schools, one of which is due to open September 2024, which are all rated as 'Good' or 'Outstanding' and two 'Outstanding' SEMH Special Schools. We have a clear strategic plan for growth.

As a Trust, we pride ourselves in the development of colleagues and leaders by ensuring everyone reaches their full potential.

Our Trust has a passion for using technology to support teaching and learning whilst encouraging our teachers across the Trust to work more efficiently. Our ideal candidate will embrace this journey and continue to develop their expertise with technology, in order for those working in the school to become confident in delivering a 21st Century learning focussed curriculum.

The successful candidate will have a strong desire to lead and develop the expertise of others both within the school and across the Trust. With the ability to establish strong relationships within this new school community and beyond.

This is an exciting opportunity for both the Trust and its new leader.

We look forward to receiving your application.



*David Briggs*

**David Briggs**  
Director of Primary



*Paul Stone*

**Paul Stone**  
CEO





# About Wellington Place Primary School

**Wellington Place Primary School is an exciting project for an experienced leader. Wellington Place will open initially with EYFS aiming for a cohort of 30 children. It will then grow year on year with a PAN (Published Admission Number) of 30. The school building has been future proofed to expand to a PAN of 60 in around 2028/2029 depending on demand and house building rates.**

Wellington Place will serve the new development, providing a much-needed community hub and central community space for a brand-new community. The school will open with a morning and after-school wraparound care facility, which will grow with the school. We aim to host holiday clubs in the main school holidays for children of Market Harborough.

We are working closely with the local authority to maximise the use of the spare space within the school. Our aim is to meet local area needs in SEND (Special Educational Needs and Disabilities) demand. Discovery has a wealth of experience in the field of SEND and specialist support for children.

Discovery aims to appoint a Headteacher prior to opening in September, with a start date of April 2024, thus giving the new Headteacher the opportunity to integrate into the local community, visiting local nurseries, and

schools, whilst building the identity of Wellington Place Primary School. It is Discovery's wish to also appoint a school Office Manager to support the new head in the opening of the school.

Discovery Trust will support the school with a pre and post-opening team to support colleagues with the opening process journey. The summer will require a lot of preparation, induction, and planning work ready for the start of the new school year.

Opening a new school is a huge responsibility yet an exciting opportunity. It brings both challenges and rewards in equal measures. The successful Headteacher will need to be highly adaptable to stakeholder needs and adapt to solving problems with integrity and enthusiasm.

The starting pay grade will be L8 as the school opens with a small number but will rise to L15 as the school becomes a fully functioning 1-form entry school. The Headteacher will be required to have a small teaching commitment as the school establishes itself which will be removed as it grows, and other leaders are appointed. The school will initially share a SENCO (Special Educational Needs Co Ordinator) from a local Discovery School, this appointment will be reviewed as the school grows.



# Our Trust

**Discovery Trust consists of fourteen primary schools, one of which is due to open September 2024, which are all rated as 'Good' or 'Outstanding'. We also have 2 Outstanding SEMH Special Schools that have brought with them a wealth of experience in leading SEND in schools, working collaboratively as a Trust, both our colleagues and pupils have benefitted from sharing this expert knowledge.**

We are proud of our partnership with Discovery EPIC Psychology and Wellbeing Service and Discovery SALT service which work closely with our schools to meet the needs of our children. We are a leading provider of our own high-quality SCITT (School Centred Initial Teacher Training), training teachers in both primary and secondary phases. We are proud that we have over 60 of our trainees, currently working as teachers within the trust.

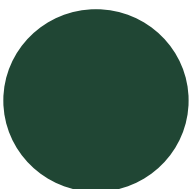
We continue to work hard on our Trust growth strategy and have a number of schools that are in the process of exploring joining Discovery, including a local secondary school and a special school that will enhance our education offer.

Discovery offers a wide range of leadership networks for Headteachers and curriculum leaders. We provide our schools with an aligned curriculum and teaching and learning frameworks for schools to personalise for their context. Discovery's school improvement team has a wealth of experience to support headteachers and school leaders to facilitate excellence in all that they do. We provide a range of frameworks for leaders to reflect and evaluate themselves against, whilst providing moderation support for judgements and evaluations.

**We provide a range of central services and specialist support for schools. Currently the Trust has:**

- **Director of Primary, Quality Assurance Leader, Executive Headteachers and Early Years Leader**
- **Chief Finance & Operations Office and Group Finance Team**
- **Director of Operations and Office Manager Network**
- **HR (Human Resources) Team and Administration**
- **Head of Governance and Clerk to Advisory Boards**
- **Estates Team and Health & Safety Leader**
- **Director of IT and Team of IT Technicians**
- **Head of Safeguarding**
- **E-Safety Leader and Data Protection Officer (DPO)**
- **Extended Service Manager**
- **Data Analyst and Information Leader**
- **SEND School Improvement Leader**
- **4 Educational Psychologists**
- **3 Speech and Language Therapists**







# Working Together

**Our school's range in size from one to three form entry schools, from rural to city locations, and are at various stages of their development. We pride ourselves in providing the absolute best education possible for our children. The schools work closely together, regular meeting as a cluster and as a group of Headteachers, sharing best practice through networking. We have established networks throughout the trust to provide support for leaders within areas such as Literacy, Numeracy, SEND, Blended learning, Curriculum, Assessment and Safeguarding.**

The Headteachers meet regularly to share best practices and to develop policies and procedures across the Trust. There is an extensive programme of inter-schoolwork through sporting competitions, curriculum activities, pupil conferences and activities to support pupil premium children. Each school retains an Advisory board that feeds back to the Trust Board.

All schools share planning, curriculum mapping and resources through our Trust Microsoft Team structure.

Our Leaders attend an annual leadership conference together and are heavily involved in the Trust Awards for both colleagues and children.

There will be a detailed Trust wide induction package provided for the Headteacher at Wellington Place, along with the opportunity to work with a leadership mentor or coach.



# The History of Wellington Place

**Market Harborough Airfield, located in Leicestershire, has a rich history dating back to World War II. Built in 1942, it served as a Royal Air Force base during the war, housing fighter and bomber squadrons.**

After the war, it played a crucial role in civil aviation, serving as a base for flight training and recreational flying. In the 1960s, it hosted the Market Harborough Airshow, attracting aviation enthusiasts.

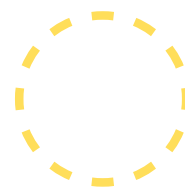
Over the years, the airfield underwent various changes in ownership and usage, including gliding activities and private aviation. The school name makes reference to the Wellington Aircrafts that were hosted at the site and also reflects the name given to the new estate where the school is situated.

# About Market Harborough

**Market Harborough is a charming, bustling market town, offering the best of amenities. There are edge of town superstores, the main retail contenders and bespoke shops offering unique goods. The town has had a market since 1204 and is mentioned in the Domesday Book. It also has a reputation for its selection of eateries and within a short car ride there are many local rural public houses offering excellent fayre.**

Beautiful views and country walks surround the town. A cycle and footway along the River Welland through the town was created called the Millennium Mile and links Welland Park with the railway station. In 2007 Welland Park was awarded Green Flag Award status and in 2008 a large new children's play area was created.

Market Harborough is a market town and unparished area in the Harborough district of Leicestershire, England, in the far southeast of the county, forming part of the border with Northamptonshire. The town is about 15 miles (24.1 km) south of Leicester via the A6, 17 miles (27.4 km) north of Northampton via the A508 and 10 miles (16.1 km) northwest of Kettering. The town is near the A14 road running from the M1/M6 motorway Catthorpe Interchange to Felixstowe. The M1 is about 11 miles (17.7 km) west via the A4304 road and has a train station with direct commuter links into London in less than one hour.





# What we are looking for

We are looking for an experienced leader who is an accomplished communicator and team builder. The Headteacher will need a deep pedagogical and curriculum understanding to form and build a school over the coming years. They will need relentless energy to articulate the school's evolving vision and be able to build a reputation for excellence and partnership whilst having the skills and understanding of how to build an identity within a new community and place the school at the heart of an emerging community.

All Discovery leaders place children at the heart of their decision making especially those children who are under-resourced or need extra help to fulfil their potential. We expect leaders to develop and support colleagues to fulfil their potential and empower everyone to be self-led learners. The new Headteacher will be humble in their approach to learning and sharing of experience, someone who is outwardly facing and understands how to deliver effective change management that brings colleagues with them on a journey of Discovery.

# Get in touch with Discovery

As this is a new school and visits to the site are not viable, we strongly encourage interested candidates to contact David Briggs for more information.

**Email:** [dbriggs@discoverytrust.org](mailto:dbriggs@discoverytrust.org)

**Telephone:** 07855 822376

We will be holding two online opening events on:

**Tuesday 31st October at 4:30**

**Monday 6th November at 5:00**

Please email [kludden@discoverytrust.org](mailto:kludden@discoverytrust.org) to book your place.



# Job Description

**Job Title:** Headteacher

**Salary Banding:** L8 – L15

**Direct Line Manager for:** L8 – L15

SLT (Senior Leadership Team) and key colleagues within the school

**School Improvement Lead:** Director of Primary Education

**Job Purpose:** To provide professional vision and leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

The professional duties of the head teacher are contained in the School Teacher's Pay and Conditions Document and the key areas of Headship are contained in the DfE (Department for Education) National Standards for Head teachers

## Main Responsibilities

- Provide overall strategic leadership for all aspects of the school.
- Formulate the aims and objectives of the school to provide “**Limitless learning**” opportunities for all children, colleagues and families.
- Establish local policies, procedures and practices to ensure all children “**Discover their Potential**” for achieving these aims and objectives.
- Inspire colleagues to seek to provide outstanding learning opportunities for children and become self-reflective learners.
- Monitor progress and development of children to ensure that all children are ready for the next stage of education.
- Lead by example and model best practice regarding professional conduct, workload and personal development.
- The Headteacher will be required to have a small teaching commitment as the school establishes itself which will be removed as it grows, and other leaders are appointed.
- Be a role model for all in your community and inclusively work with stakeholders.
- Strategically lead the professional development and training of all colleagues including the training of new teachers.



## Qualities and Behaviours

- Lead by example, establishing and articulating clear vision, values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, through a **democratic** and inclusive style.
- Work with political and financial astuteness, translating Trust policy into the school's context.
- Communicate the school's vision compellingly and drive strategic leadership by **connecting** the school within the Trust and beyond.
- Seek training and continuing professional **improvement** to meet their own needs, those of the school and the Trust.
- Lead with **Integrity** and make ethical decisions in the interests of children first.
- Be outward facing, open to innovation and demonstrate the values of **Altruism**.
- Support the work and development of Trust partnerships.
- Promote the profession and the Trust's activities both internally and externally to demonstrate a strong sense of professionalism and courtesy at all times.

## Duties and Responsibilities

### Knowledge

- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Maintain and extend knowledge of pedagogy through active engagement with research from the Chartered College, and other recognised published sources.
- Maintain and extend knowledge of curriculum provision for all children through active engagement with research including the Chartered College, and other recognised published sources. Keep up to date with technological developments that benefit children's learning or workforce efficiency.
- Have effective and up to date knowledge of School operations such as Health and Safety, HR, Financial Budgeting and Estates Management.
- Have a detailed and regularly up to date knowledge of all Safeguarding practices, policies and curriculum needs.
- Have a deep knowledge of the key interventions and thinking around supporting pupil wellbeing.



## Duties and Responsibilities

### Pupils and colleagues

- Demand ambitious standards for all pupils, instilling a strong sense of accountability/responsibility in colleagues for the impact of their work on pupil outcomes.
- Drive excellent teaching across the school, including through training and development for colleagues.
- Establish a culture of 'professional learning communities' as a basis for sharing best practice.
- Create an ethos within which all colleagues are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all colleagues to account for their professional conduct and practice.
- Ensure that the barriers for disadvantaged children are narrowed and tackled.
- Demonstrate a high degree of understanding and the promotion of equality in all areas of work within the school.
- Be able to lead procedures for support and capability effectively with humility.

### Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and consider colleagues well being.
- Provide a safe, calm and well-ordered environment for all pupils and colleagues, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all colleagues, addressing any underperformance, supporting colleagues to improve and valuing excellent practice through coaching.
- Welcome and work with the Trust's governance structures as appropriate, providing the information it needs to govern effectively and the promotion of governor voice.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Ensure the effective distribution of leadership throughout the school and the development of talent to ensure the school has capacity to improve using the Trust succession planning system.
- Develop the capacity and expertise within the school to become centres of good practice for ITT and the Early Career Framework (ECF).

## Duties and Responsibilities

### The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals within and beyond the Trust.
- Model entrepreneurial and innovative approaches to school improvement and leadership through detailed discussion with the central team.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- Seek innovative effective practice from UK & overseas and share it with other leaders.

### Special Factors

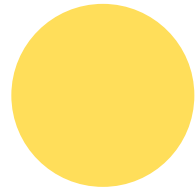
- The headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the colleagues code of conduct.
- The headteacher is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The headteacher must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

DSAT is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



# Person Specification



**Job Title:** Headteacher **Grade:** Leadership Scale

**App** = Application Form

**Test** = Test

**Int** = Interview

**Pre** = Presentation

**Med** = Medical Questionnaire

**Doc** = Documentary Evidence (E.g., Certificates)

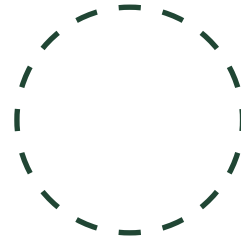
	Essential	Desirable	How assessed
<b>Qualifications</b>			
Qualified teacher status	ü		App/Doc
Degree	ü		App/Doc
National professional qualification for headship (NPQH)		ü	App/Doc
MA or have studied at Level 7 in some form		ü	App/Doc
<b>Experience</b>			
Successful leadership and management experience in a school within 2 Key stages	ü		App/Ref
Teaching experience of teaching within 2 key stages	ü		App/Ref
Involvement in school self-evaluation and development planning	ü		App/Ref
Demonstrable experience of successful line management and colleagues development	ü		App/Ref
Have been a Deputy or Assistant Headteacher for a minimum of 2 years	ü		App/Ref
Have worked in a two or more schools	ü		App/Ref
Have been an assistant DSL (Designated Safeguarding Lead) within a school	ü		App/Ref
Have held a responsibility for a whole school leadership in some form	ü		App/Ref

Skills and Knowledge			
Data analysis skills, and the ability to use data to set targets and identify weaknesses	ü		App/Ref/Test
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	ü		App/Int
Understanding of school finances and financial management	ü		App/Int
Effective communication and interpersonal skills	ü		App/Int
Ability to inspire others and communicate a vision to all stakeholders	ü		App/Int
Ability to build effective working relationships	ü		App/Int
Experience of building a culture of high performance with colleagues	ü		App/Int
Have experience of working extensively with SEND (Special Educational Needs and Disabilities) groups or have been a SENCO (Special Educational Needs Co Ordinator) (Special Educational Needs Co Ordinator)	ü		App/Int
Personal Qualities			
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	ü		App/Int
Ability to work under pressure and prioritise effectively	ü		App/Int
Commitment to maintaining confidentiality at all times	ü		App/Int
Commitment to safeguarding and equality	ü		App/Int
Ability to inspire others and themselves in challenging times	ü		App/Int
Demonstrate resilience and perseverance in aspect of school leadership	ü		App/Int
Be a self-reflective practitioner in all areas of Teaching and Leadership	ü		App/Int
Seek and get involved with outward facing initiatives to support school improvement	ü		App/Int

Line manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_



# How to Apply

**Deadline For Applications:** 10am on Friday 24th November 2023

**Shortlisting:** 7th & 8th December 2023

**Start Date:** April 2024

**Queries:**



**David Briggs**

**Email:** [dbriggs@discoverytrust.org](mailto:dbriggs@discoverytrust.org)

**Telephone:** 07855 822376



**Paul Stone: CEO**

**Email:** [pstone@discoverytrust.org](mailto:pstone@discoverytrust.org)

**Telephone:** 07870 194191

We would encourage potential applicants to visit us at a Discovery school informally. Please contact David Briggs to arrange a visit before the application deadline.

Please apply through My New Term Website Link.

<https://www.mynewterm.com/jobs/291193289/EDV-2023-DSATL-79060>





**Discovery Trust**

0116 318 4066

[discoverytrust.org](http://discoverytrust.org)

 **Twitter:** @Discoverytrust

 **LinkedIn:** @discoverytrust

 **Facebook:** DiscoverySchoolsTrust



**Wellington Place  
Primary School**

Learn, Lead, Achieve, Succeed