

# WOODBIDGE TRUST

## HEAD OF COLLEGE RECRUITMENT PACK



INSPIRING SUCCESSFUL FUTURES FOR ALL

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## Welcome from the CEO

Welcome to Woodbridge Trust. A Trust that is committed to our vision of, “*Inspiring successful futures for all*”.

We would like to take this opportunity to thank you for your interest in this vital post of Head of College. We hope that the information contained within this pack is informative and helps you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Woodbridge Trust is a growing Academy Trust within the Bolton area. The Trust was formed in 2018 and currently consists of two schools, a partner college and an extensive outreach service. There are currently over 1,400 children and young people within the Woodbridge family across Bolton and the surrounding areas.

The Trust currently specialises in meeting the needs of pupils with a wide range of special educational needs including those with learning difficulties, Autism, and physical and sensory needs. We believe passionately that education enables our children and young people to have a better future.

As a family of schools and an outreach service, spanning primary, secondary, 6th form and post-19, we have a significant responsibility to ensure that our students are fully prepared for adulthood.

We are devoted to giving our students the best possible chance in life. We strive for each of our schools and settings to be the best they possibly can be. Our staff are highly committed with the singular objective of ensuring that each and every one of our students are inspired to have successful futures.

We are very clear that each of our schools and settings are unique and we support them to promote their individual identity. We have a shared belief of high expectations and supportive collaboration that is underpinned by our values of kindness, respect and integrity. We insist on positive relationships, achieving success by ensuring that students and staff have the best possible experience each day.

Our new Head of College will have the opportunity to lead a wonderful college and become part of a collaborative academy leadership team. If this sounds like a prospect you would relish, then we look forward to receiving your application.

*Mike*

Mike Sidebottom  
CEO Woodbridge Trust



WOODBIDGE TRUST

## The Role - Head of College.

We are seeking to appoint an inspirational, highly motivated and dynamic leader as Head of College. This post is the ideal career progression for an ambitious leader looking for their first step into headship or an existing Headteacher wanting to embark on a new challenge.

Woodbridge College is a provision for young people aged 19 – 25 years with severe learning difficulties. The college currently has approximately 50 students on roll, with 30 students following an education pathway.

At Woodbridge College, we believe that all our learners should have equal life chances in terms of education, employment, independent living, good health, friends and community inclusion. We, therefore, offer individual learning pathways to enable our learners to have both choice and control over their lives.

The College offers highly personalised and progression focussed learning programmes across the four elements of the Preparing for Adulthood Framework. Working towards meaningful and sustainable opportunities for all our learners in adulthood, based on their individual needs and aspirations.

Learners who enrol at Woodbridge College have the opportunity to work towards the achievement of their aspirations, whether these are linked to the development of their life skills or work skills.

Our programmes involve opportunities for community engagement, the development of living skills, supported work placements where appropriate, as well as leisure opportunities. All supported through a comprehensive accreditation offer.

This is an exciting opportunity to further develop the college and ensure that the full potential of all students is achieved through access to quality education, care and therapy which enriches lives.

As part of Woodbridge Trust the successful candidate will benefit from excellent support structures facilitated by the Trust and access to high quality professional development.

# Job Description.

## **Key Points:**

Salary: L14 – L18 (£68,586 - £75,675)  
Contract: Full Time, Permanent  
Location: Multiple sites across Bolton  
Start date: 1<sup>st</sup> January 2025

## **Responsible to:**

The Head of College will be responsible to the CEO, College Governors and Woodbridge Trust.

## **Core Purpose:**

The core purpose of this role is to provide professional leadership and management of the college in the pursuit of excellence in education and life opportunities for all students.

## **MAIN RESPONSIBILITIES:**

### **Working within the overall guidelines and strategy of Woodbridge Trust**

- To provide vision and leadership for the college to deliver outstanding outcomes for young people and their families
- To demonstrate and promote excellence, equality and high expectations, setting ambitious targets for the whole college community
- To ensure excellent student experience of education, care and therapy which enriches lives and realises potential
- To ensure that the college complies with all relevant legislation, guidance, regulatory requirements and quality standards.
- To manage the financial performance of the college in order to meet agreed targets
- To provide professional and operational leadership to all staff, ensuring their continued development
- To effectively lead and manage teaching and learning to secure the highest possible levels of progress and attainment.
- To promote and safeguard the welfare of students
- To actively uphold and promote the values, culture and ethos of Woodbridge Trust

## **KEY TASKS:**

### **To deliver outstanding outcomes and a successful college the key tasks are:**

#### **Leadership and management**

- To develop the college vision, mission, values and culture, in partnership with all internal and external stakeholders
- To report to the governors / board of Trustees, ensuring they have all the information they need to fulfil their governance duties



- To provide leadership of all aspects of education including the curriculum, planning, assessment, tracking and educational target setting for individual students, and for the college
- To engage in and ensure systematic and rigorous self-evaluation of the work of the college and ensure that effective self-evaluation informs college improvement priorities, the compilation of a SEF/SAR and a resulting development plan
- To promote the college and actively pursue referrals, converting these into placements when appropriate for the student
- To promote and maintain positive relationships with Bolton Local Authority, other placing authorities, student families and all agencies that have a relationship with the college, as well as with the local community.
- To represent Woodbridge College and the Trust in wider forums relating to Post 19 Specialist provision
- To ensure accurate records of staff and students and create and maintain accurate management information systems for the purposes of monitoring progress and reporting. To ensure accurate and timely ILR returns to the ESFA.
- To be responsible for the maintenance, security and effective management of college and buildings and their contents, in partnership with the Trust Estates and Facilities Manager. Ensure that maintenance needs are promptly reported and actioned.
- To ensure readiness for inspection.
- To ensure that college policies and procedures are developed, reviewed and adhered to and evidence that they are reflected in the practice within the college.
- Work in close partnership with the Executive Head and the wider academy leadership team to ensure the best outcomes for all our pupils
- To embrace the Trust Quality Assurance calendar and performance matrices

### **Curriculum, teaching, learning, assessment and support**

- To ensure an appropriate curriculum, creating personalised and outcome focussed study programmes, having regard to the needs, aptitudes and interests of the students, their stages of development and the resources of the college
- To ensure individualised plans for each student which enables their holistic needs to be met, allowing them to reach their potential and to demonstrate progress.
- To monitor, evaluate and review teaching and learning practice and promote improvement strategies; to aim for outstanding standards at all times
- To take the lead on the student assessment process, delegating and disseminating information as appropriate.
- To ensure a system exists for students to be involved in decision making, including decisions relating to their own learning programme, and for them to feel able to express views about Woodbridge College and the provision on offer.

### **Finance and budgets**

- To ensure effective budget preparation and monitoring, cost control and efficiency of operations in partnership with the Trust Finance Director.
- To work with local authorities on a structure for student fees and top-up (Element 3) funding; developing trust between the college and LAs to ensure fees are transparent, cover all costs of provision, and are paid in a timely manner.

### **Safeguarding**

- Take responsibility for safeguarding adhering to all safeguarding policies and safe recruitment practices.
- To provide a safe environment for all staff, students, visitors and contractors, ensuring that all requirements are met regarding health and safety, environmental health and fire regulations.

### **Staffing and staff development**

- To manage the recruitment, induction, training, and appraisal of all staff. To ensure their development through appropriate delegation, role modelling, distributed leadership and the development of an open learning culture.
- To provide effective induction, continuing professional development and performance management in line with the Trust's and college strategic plans
- To develop an effective team within the college with clearly defined areas of delegation and accountability.
- To lead and motivate others and generate effective working relationships at all levels
- Develop and embed a positive working culture that reflects the Trust's values and ethos, and supports staff to manage their workload and maintain their wellbeing
- To create an inclusive culture, ensuring that all staff are aware of and promote equality, respect diversity and challenge stereotypes to promote the rights of children and young people.
- To work in close partnership with the CEO and the wider academy leadership team to ensure the best outcomes for all our children and young people.
- To work in close partnership with the Head of People to ensure best practice and compliance with HR legislation and staffing
- To ensure that Trust and college policies are appropriately implemented
- To manage your own personal and professional development.

To carry out duties in the most effective, efficient and economic manner available.

To support other settings across the Trust and be an active member of the Academy Leadership Team

To undertake any other duties as might reasonably be requested by the CEO to meet the needs of the Trust



# Person Specification

The following outlines the key skills and experiences required for this position.

The selection panel will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area and to show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the college context.

You should refer to these requirements when completing your application. Short-listed candidates will be involved in a variety of activities directly related to the Person Specification and along with those set out in the Woodbridge Trust Leadership Framework that will form an evidence base.

The panel will use the following assessments tools:

- Application form
- Interview/assessment activities
- References and other employment checks

REQUIREMENTS	Essential/ Desirable	METHOD OF ASSESSMENT
<p><b><u>QUALIFICATIONS / EXPERIENCE</u></b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• Teaching qualification / Qualified Teacher Status</li> <li>• Recent and relevant senior leadership development / training e.g. NQPH, MA/Further study</li> <li>• Significant senior leadership experience in a specialist, mainstream or post 19 setting which provides for pupils with a range of SEND and complex needs.</li> <li>• Proven record of senior leadership achievement in improving educational outcomes for pupils</li> <li>• Experience of effectively implementing school improvement strategies</li> <li>• Experience of strategic financial and resource management ensuring efficiency, value for money and support for positive educational outcomes</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application</p> <p>Application</p> <p>Application</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview/ Assessment</p>



<ul style="list-style-type: none"> <li>• Experience of managing the performance of staff</li> <li>• Understanding of the benefits of collaborative leadership and a commitment to work in this way</li> <li>• A deep understanding of Safeguarding within the context of an education setting</li> </ul>	Essential	Application/Interview
	Essential	Interview/Assessment
	Essential	Application/Interview
<p><b><u>PROFESSIONAL KNOWLEDGE AND SKILLS</u></b></p>	Essential	Application/Interview
<ul style="list-style-type: none"> <li>• Outstanding leadership skills</li> <li>• Strategic management, resource management, development planning, personnel management and financial management skills</li> </ul>	Desirable	Application/Interview/ Assessment
<ul style="list-style-type: none"> <li>• Effective Collaborative skills</li> <li>• Ability to work productively with the CEO, other academy leaders and trustees</li> </ul>	Essential Essential	Application/Interview Interview/Assessment
<ul style="list-style-type: none"> <li>• Ability to interpret, analyse and use data effectively</li> </ul>	Essential	Application/Interview/ Assessment
<ul style="list-style-type: none"> <li>• Knowledge of current educational issues and developments including national policies, priorities and legislation</li> </ul>	Essential	Application/Interview
<ul style="list-style-type: none"> <li>• Develop and communicate a clear vision so that others are inspired to embrace it</li> </ul>	Essential	Application/interview
<ul style="list-style-type: none"> <li>• Able to provide effective and inspirational leadership that inspires confidence and motivates staff, parents and students</li> </ul>	Essential	Application/interview/ Assessment
<ul style="list-style-type: none"> <li>• Able to prioritise and organise the demands of being Head of College and being able to delegate effectively</li> </ul>	Essential	Interview/Assessment
<ul style="list-style-type: none"> <li>• Well-developed interpersonal and communication skills (including written, oral and presentation)</li> </ul>	Essential	Application/interview/ Assessment
<ul style="list-style-type: none"> <li>• Effective ICT skills</li> </ul>	Essential	Application
<p><b><u>PERSONAL QUALITIES</u></b></p>	Essential	Application/interview/ Assessment
<ul style="list-style-type: none"> <li>• An unrelenting passion for education and for providing pupils with the best possible life chances</li> </ul>	Essential	Application/interview/ Assessment



<ul style="list-style-type: none"> <li>• Dynamic and reflective leadership qualities that ensure the continual drive toward excellence for all students and staff</li> <li>• Ability to develop and maintain excellent relationships with staff, parents, students, trustees and the wider community</li> <li>• Excellent communication skills</li> <li>• Ability to deal sensitively with people and achieve positive outcomes</li> <li>• Ability to work under pressure and to meet tight deadlines and to lead others to do the same.</li> <li>• Adaptable to changing circumstances and new ideas</li> <li>• Ability to solve problems and demonstrate clear understanding of the change process</li> <li>• Approachable, reliable, have positive presence that is highly visible to students, parents/carers and the wider community</li> <li>• Values diversity and the unique contribution that every individual makes to the learning community</li> <li>• Tenacity, Resilience and Humility</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application/interview</p> <p>Application/interview/ Assessment</p> <p>Interview/Assessment Interview/Assessment</p> <p>Application/interview/ Assessment</p> <p>Interview/Assessment</p> <p>Application/interview/ Assessment</p> <p>Interview/Assessment</p> <p>Application/Interview/ Assessment</p> <p>Application/Interview/ Assessment</p>
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# VISION, VALUES AND PRINCIPLES

## VISION

“Inspiring Successful Futures For All”

## VALUES

**INTEGRITY** – To be open and transparent, actively embracing equality and diversity and having an honest, inclusive and respectful culture within which all at Woodbridge can trust.

**RESPECT** – Here at Woodbridge Trust we value everyone and treat people with dignity and professionalism.

**KINDNESS** – The quality of being friendly, generous and considerate. Too often we underestimate the power of a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which at Woodbridge Trust we believe have the potential to turn a life around.

## PRINCIPLES

Our principles add depth to our values, supporting our vision and provide clear guidance on expectations for all who work in Woodbridge Trust:

- o Develop strong character traits that align to our Trust values: **Integrity – Respect - Kindness.**
- o Collaboratively offer Excellent Education for all.
- o Ensure everyone is an active and valued member of our community
- o Ensure bold and dynamic leaders are developed at all levels to create a culture of continuous improvement.
- o Maintain a strong culture of professional development ensuring excellent teaching, positive relationships and enjoyment every day!
- o Ensure a model of internal challenge and self-review to establish the success of the Trust offer.
- o To be open and connected, actively seeking collaboration to ensure the continuous and sustainable development of our Trust.



WOODBIDGE TRUST

## Working for Woodbridge Trust

At Woodbridge Trust we are always looking to take on talented and impassioned individuals who align with our values of **Integrity – Respect - Kindness**. We want our staff and students to thrive and we pride ourselves on the work we do to motivate both staff and students alike. Through building strong relationships, between staff and students across the trust, our aim is to enable people to flourish and grow their skills. Whether you are a Senior Leader, Teacher or a member of our Support staff we care about your career and want to help you feel valued and supported in your job.

### Here are some of the many reasons why you should consider working for us:

- National terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff).
- Automatic enrolment into either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Active focus on wellbeing; the trust and each of its settings are signed up to and committed to the DfE Education Staff Wellbeing Charter
- EAP Health and wellbeing Helpline scheme
- Occupational Health
- Teachers protected PPA and the ability to work from home
- Acknowledgements of special birthdays, retirements and births
- Excellent facilities and working environments
- Access to high quality professional development and progress towards personal learning goals
- A clear progression route supported by rigorous implementation of appraisal systems and Staff Development systems with clear intended outcomes
- Strong, supportive, highly skilled teams with high staffing ratios
- Established Induction processes and support for Early Career Teachers, staff new to schools and staff new to different roles
- Access to CPD and training for **all** staff
- Access to updated technology to enable all staff to be the best they can be in terms of facilitation of teaching and learning
- Many edible treats throughout the year
- Senior Leaders with an open-door policy
- Flexible and Family Friendly Policies



WOODBIDGE TRUST

## Here's what our staff and parents say.....

I receive amazing support from everyone at this Trust. I love the fact that my child goes here! This is an amazing Trust with truly amazing staff!

Coming to work each day feels like a privilege

I ADORE working at Woodbridge Trust

**100% of staff are proud to be a member of Woodbridge Trust**

There is a culture where everyone feels valued and staff are trusted

Being a member of staff at Woodbridge Trust feels like being part of a huge family

The Trust offers Excellent educational needs for students.

I feel very proud and lucky to be a part of the Woodbridge team.

Woodbridge Trust goes above and beyond to support everyone who works for them.



**\*staff survey 2024**

Woodbridge Trust is a great place to work, with exciting career opportunities for staff to progress.

Leaders are extremely supportive, helpful and welcoming and I already feel like a valued member of the team.

# Woodbridge Trust Leadership Framework

Effective Leadership isn't just about holding a position of authority, it's about inspiring and guiding others towards a common goal. The Woodbridge Trust Leadership Framework is closely aligned to our vision and values. The framework emphasises the fundamental abilities, perspectives and characteristics of successful leaders, and is considered essential for all leadership roles within Woodbridge Trust and our settings.

Principles	Leader Competencies
 <p>Develop strong character traits that align to our Trust values: <b>Integrity</b> <b>- Respect - Kindness</b></p>	<ul style="list-style-type: none"> <li>• To be empathetic and understanding of contexts, timing and personal situations with strong emotional intelligence.</li> <li>• Leadership style underpinned by integrity, respect and kindness; to those around and to self.</li> <li>• Listens to the views of others and acts in line with the values and purpose of the Trust.</li> <li>• Demonstrates the ability to provide honest feedback, address underperformance, with clarity and always in the best interests of the individual, setting and Trust.</li> <li>• Creating a shared vision which balances the rationale of settings to align as one Trust.</li> <li>• A resilient individual, who knows when to and is not afraid to ask for help.</li> <li>• Able to critically question &amp; reflect, whilst knowing when and where that is appropriate. Comfortable to challenge to enable and strive for improvement, equity and fairness. Inclusive in language used and intent of actions. Courage to promote autonomy.</li> </ul>
 <p>Collaboratively offer Excellent Education for all</p>	<ul style="list-style-type: none"> <li>• Committed to <b>inspiring successful futures for all</b> at Woodbridge Trust.</li> <li>• Protects time to connect and collaborate with staff across the Trust as a vital part of improvement. Reaches beyond and sees the importance of being outward facing both in terms of own learning and also the civic responsibility to their school, Woodbridge Trust and the larger community.</li> <li>• Actively establishes external relationships and communications, building links and partnerships that are reciprocal and mutually beneficial, aspirational and inclusive.</li> <li>• Can clearly and effectively communicate what success looks like - when to see it and expect it with young people, teams, parents, organisations, the partnership and larger community. Poses a full understanding of current picture - improvement strategies needed and implementing them effectively.</li> <li>• Professional learning is in place for individuals and the team to reach their potential</li> <li>• Visionary and determined, with a commitment to ensure individuals and the team reach their potential.</li> </ul>



Ensure everyone is an active and valued member of our community

- Leads a motivated teams where wellbeing is fundamental, time is valued, and all feel safe to contribute.
- Understands and sees the importance of a consistently high performing and functioning team, based on deep knowledge of the people. Uses knowledge of effective teams with clarity around their roles which are underpinned by core values.
- Builds, creates and recruits strong team players, embracing difference and promoting equality, diversity and inclusion.
- Demonstrates operational excellence shown through preparation, professionalism, effective and precise communication.
- Supports and empowers team members to develop their skill set and celebrate success. Inspires and influences as needed – knowing when to support and challenge.



Maintain a strong culture of professional development ensuring excellent teaching, positive relationships and enjoyment every day

- Not afraid to make and learn from mistakes and embrace challenge through engagement in dialogue and professional learning, coaching, training, reading, research. Self-aware with the ability to receive and provide constructive feedback in a way that will maximise impact on behaviours, and on young people.
- Self-reflective with the ability to approach situations with humility, openness and a willingness to listen and learn. Proactive and reactive with a thoughtful and considered mindset allowing flexibility and adaptability. Open minded and able to demonstrate perseverance. Enthusiastic and self-motivated.
- A collaborative thinker and learner who challenges conventional ways of thinking.



Ensure bold and dynamic leaders are developed at all levels to create a culture of continuous improvement

- Leading with purpose across the Trust.
- Creates an inclusive working culture within an environment of challenge and support, where conditions for all to thrive are established.
- Lays the foundations for a culture of high expectations and belief in each other, modelling what can collectively be achieved – a place where great things can happen.
- Works collectively - knowing own role and positive impact on young people.
- Ensures all feel safe to contribute, and there is a fair and inclusive working culture.



Ensure a model of internal challenge and self-review to establish the success of the Trust offer

- Enables and celebrates meaningful impact at all levels through people, systems, protocols and actions with a relentless focus on high standards and people thriving.
- Offers professional challenge and support to all colleagues, focusing on the shared purpose whilst modelling **integrity, respect and kindness**.
- Courage to have conversations where impact needs to improve, knowing when to support and challenge.
- Ability to review evidence and data to reach informed judgements.
- Skilled at implementation of planning, ambitious about what improvement looks like and how to achieve and sustain.



Actively seek collaboration to ensure the continuous and sustainable development of our Trust.

- Knows the team, their needs, drivers and motivations, develops trust, making time to listen.
- Sources and implements professional learning to develop others, recognising and supporting needs.
- Identifies plans for effective CPD at individual, team, organisation or partnership level, in line with career stage expectations and succession planning.
- Is clear about the process of leading and implementing change including planning, communicating and adapting as required.
- Engages with experiences and partnerships to support the development of personal and academic potential.
- Ensures the team knows and feels they matter and care, investing in them as a professional.

Please be prepared to be assessed on any of these during the interview process.

## How to apply...

Please read the information pack provided and complete the attached application form. Please include a letter with your application, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, outlining any relevant experience and personal qualities you would bring to the role.

Visits to the college are welcome, please contact us on the email below to book a slot.

Please send your completed application to: [RecruitmentWBT@firwood.bolton.sch.uk](mailto:RecruitmentWBT@firwood.bolton.sch.uk)

**Closing date for application:** 9:00am on Friday, 18<sup>th</sup> October 2024

**Shortlisting:** Friday, 18<sup>th</sup> October 2024

**Assessment Centre and Interview:** Thursday, 24<sup>th</sup> October 2024

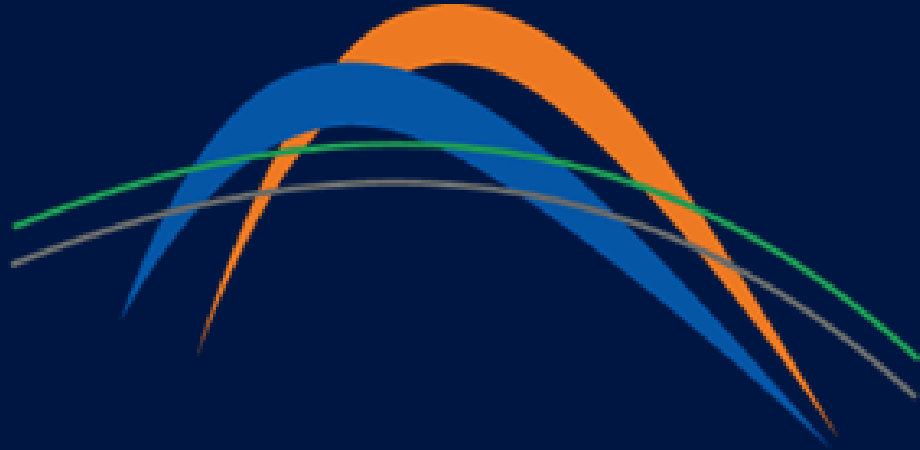
Woodbridge Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, we will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. References will be sought prior to interview.

The successful applicant will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service, and Teacher Prohibition check where appropriate.

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks as specified in KCSIE 2024.

Thank you for your interest and we welcome your application.



# WOODBIDGE TRUST

In partnership with...

