



HEADTEACHER

APPLICANT
INFORMATION PACK



JEREMIAH 29:11

For I know the plans I have for you, declares the Lord, 'plans to prosper you and not to harm you, plans to give you hope and a future.'



WELCOME FROM ST MARK'S CE PRIMARY



Thank you for the interest you have shown in the Headteacher vacancy at St. Mark's Primary School.

St. Mark's is a school with a strong sense of identity and service in the heart of Wigan. Its vision of "Living and Learning Together – Building Firm Foundations" reflects a welcoming, nurturing and inclusive Christian community where children are encouraged to develop a lifelong love of learning, a deep sense of belonging, and the confidence to flourish. The school's website speaks clearly of high aspirations, resilience, and a genuine partnership with parents, church, and the local community – all of which make St. Mark's a place of warmth, ambition, and purpose. We are seeking a Headteacher who will cherish that foundation, build on the school's strengths, and lead St. Mark's with wisdom, joy, and a steadfast commitment to every child's future.

As our trust grows in both size and responsibility, these values remain central to who we are: inclusion, compassion, aspiration, resilience, and excellence. We believe every child should feel seen, welcomed, and valued; every community should know strength and kindness in action; and every school should be supported to flourish with grace, ambition, and deep-rooted hope. We are therefore seeking a Headteacher who will not only lead with integrity and vision, but who will also embody these values in service of children, families, staff, and the wider community.

All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education 2025. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.

Throughout this form, we ask for some personal data about you. We use this data in line with data protection legislation and process your data for the following reasons that are permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations.

More information on how we use your personal data is explained in our privacy notice for job applicants. By completing, signing and returning this form you are agreeing to allow The Sycamore CE Trust to process the data provided in line with our privacy notice.

You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the majority of the essential criteria outlined in the person specification. We wish you the very best with your application.



St Mark's CE Primary School
'Creating a better future'

About the Trusts'



The Wings' CE Trust

The Wings' CE trust was created to enable staff to collaborate across our schools to work more closely together to deliver the best education possible for the pupils who attend our schools. Through meaningful collaboration, we believe that by working together, rather than in isolation, schools are best able to secure and sustain their ongoing improvement.

In addition to working together as a MAT, we continue to work in partnership with schools in our locality and believe that collaboration is the key to a successful education system both MAT wide and with other school networks.

The Sycamore Trust

Our aim is to be 'the trust of choice' for both faith based and community schools who share in our vision and values.

We have at the centre of our mission and purpose the belief that every child has a right to educational excellence through the provision of high-quality schooling. Our trust maintains a clear focus on collaboration, raising standards, encouraging innovation, and strengthening our distinctive ethos to ensure that we have a positive impact on the young people and in the diverse communities that we serve.

Our trust has a strong and unique identity where the values of inclusion, compassion, aspiration, resilience and excellence lie at the heart of everything we do. These values are embraced by our team of trustees, leaders, teachers, staff, parents, and children alike.

We place great importance on what we do and how we do it. Our values underpin our interactions with each other and strengthen our sense of family. Children are placed at the heart of everything we do.

Our central team is committed to serving schools in a manner that enables them to be great schools, doing great things that enable every child to both flourish and succeed.

As part of the continued growth and strengthening of our family of schools, The Wings Trust is due to transfer into The Sycamore Church of England Trust on 1st September 2026. This transition reflects a shared vision and strong alignment in values, ethos, and commitment to delivering high-quality education for all pupils. For applicants, this means joining a forward-looking and collaborative organisation with opportunities for professional development across a wider network of schools. All schools currently within The Wings Trust will become part of Sycamore Trust, and staff will benefit from enhanced central support, shared expertise, and a strengthened school improvement offer. The transition is being carefully planned to ensure continuity for pupils, staff, and communities, with existing roles, responsibilities, and commitments honoured as we move into the next phase of the Trusts' development.



St Mark's CE Primary School

'Creating a better future'

Job Description



Post: Headteacher

Salary: ISR L15-L21

Hours: Full Time

Contract: Permanent

Reporting to: Governing Board

Responsible for: All staff

Purpose of the Role

The Headteacher will:

- The successful candidate will be an outstanding classroom practitioner with proven leadership experience and a strong commitment to inclusive practice and safeguarding.
- Provide strategic leadership across the school
- Champion high standards of teaching, learning and behaviour
- Lead and develop staff through coaching and professional development
- Drive school improvement through rigorous monitoring and evaluation
- Promote and model the school's Christian vision and values
- Champion inclusion, ensuring that pupils with vulnerabilities, including those with SEND and additional needs, are at the centre of decision-making.
- Strengthen partnerships with parents, governors, the parish and the wider community
- Play a key role within the wider Multi-Academy Trust network.

The Headteacher is accountable for the performance of the school, the quality of education, and the leadership of staff and resources.

Strategic Direction and Development: Christian Vision, Leadership and Ethos

The Headteacher will:

- Articulate a compelling Christian vision, rooted in Church of England values and ensure it underpins all aspects of school life
- Lead by example with integrity, resilience and ethical conduct, maintaining high standards of professional behaviour
- Act as spiritual leader of the school, embedding Christian values in relationships, curriculum and culture
- Establish a culture where pupils experience an enriching, aspirational and values-driven education
- Promote dignity, respect, inclusion and equality, ensuring all pupils flourish



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Job Description



School Improvement and Strategic Planning

- Lead rigorous self-evaluation and development planning to identify priorities for improvement
- Identify barriers to success and implement realistic, evidence-informed improvement strategies Use data, research and assessment to monitor progress and raise standards
- Ensure teaching and curriculum are high-quality, coherent and well-sequenced
- Promote a culture of innovation, reflection and continuous improvement
- Ensure effective outcomes for all pupils, including disadvantaged and SEND learners

Headteacher Responsibilities

- Set and maintain high expectations for all pupils and staff, promoting excellent behaviour and outcomes
- Ensure effective teaching, assessment and curriculum delivery across all phases
- Establish and oversee systems, processes and policies for effective school operation
- Ensure a safe, calm and well-ordered environment for learning
- Fulfil all statutory duties, including safeguarding, SEND and equality requirements
- Work collaboratively with governors, staff, pupils and parents

Leading and Managing Staff

- Build and sustain a professional, motivated and high-performing staff team
- Ensure staff are held to account for their professional responsibilities and performance
- Lead and promote high-quality professional development and training
- Develop leadership capacity through coaching, mentoring and succession planning
- Foster a culture of collaboration, shared practice and continuous learning
- Manage staff workload and wellbeing effectively



Job Description



Efficient and Effective Deployment of Staff and Resources

- Deploy staff effectively to ensure high-quality teaching and pupil outcomes
- Lead strategic financial planning and ensure budgets are aligned to school priorities
- Ensure resources are used efficiently, effectively and equitably
- Manage organisational systems to ensure operational effectiveness and sustainability
- Ensure risk is identified and managed appropriately

Accountability

- Be accountable to the Governing Board for the school's performance and outcomes
- Ensure the school meets all statutory and regulatory requirements
- Monitor and report on progress towards school aims and objectives
- Establish clear systems of accountability for staff performance and pupil outcomes
- Maintain transparent and effective relationships with stakeholders
- Uphold public trust through high standards of ethics and professional conduct

Church of England-Specific Responsibilities

The Headteacher will:

- Ensure the school reflects the Church of England Vision for Education, including:
 - Wisdom, knowledge and skills
 - Hope and aspiration
 - Community and living well together
 - Dignity and respect
- Act as spiritual leader, leading and modelling Christian worship and values
- Ensure Religious Education and collective worship are central and of high quality
- Promote strong partnerships with:
 - The Church
 - Diocese
 - Wider Christian and local community
- Support governors in maintaining the school's distinctive Christian character
- Ensure the school operates as a worshipping and inclusive Christian community
- Promote spiritual development and moral responsibility across the school

Safeguarding Statement

This school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check and comply with all safeguarding policies and procedures. Safeguarding is everyone's responsibility.



Person Specification



As a Church school trust, our schools are shaped by a clear Christian vision that underpins policy, practice and relationships, enabling all members of the school community to flourish. This vision informs our commitment to inclusive education, high expectations and the wellbeing of all. All staff, regardless of role or personal faith, are expected to support and contribute to the distinctive Christian character of our schools, uphold each school's vision and values in their daily work, and promote an environment in which every child is known, valued and enabled to thrive academically, socially, emotionally and spiritually.

Source Key: A = Application, I = Interview, E = Evidence, R = Reference

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Faith Commitment

Criteria	E / D
Practising Christian with regular attendance at a Christian church	E
Ability to provide a positive faith reference	E
Commitment to sustaining and developing the Christian ethos of the school	E
Ability to articulate and implement a Christian vision	E
Ability to lead and participate in collective worship	E
Ability to lead spiritual development across the school community	E
Experience of developing links with the Church, Diocese and wider community	D



Person Specification



Qualifications & Professional Development

Criteria	E / D
Qualified Teacher Status (QTS)	E
Degree or equivalent qualification	E
NPQH (or equivalent) or willingness to undertake	E
Evidence of recent, relevant professional development for headship	E
Ongoing leadership and management development	E
Additional leadership or faith-based training	D



Person Specification



Experience

Criteria	E / D
Successful leadership experience (Head, Deputy or Assistant Head)	E
Proven track record of leading school improvement	E
Experience of school self-evaluation and development planning	E
Experience of staff development (coaching, mentoring, CPD)	E
Experience of line management and performance management	E
Experience of working effectively with governing boards	E
Teaching experience across relevant key stages	E
Experience in more than one school setting	D



Person Specification



Knowledge & Understanding

Criteria	E / D
Understanding of high-quality teaching, curriculum and assessment	E
Ability to analyse and use data to raise standards	E
Knowledge of SEND, inclusion and equality	E
Knowledge of safeguarding legislation and practice	E
Understanding of financial management and budget planning	E
Knowledge of current national education policy and frameworks	E
Understanding of effective school improvement strategies	E



Person Specification



Leadership & Professional Skills

Criteria	E / D
Ability to provide clear strategic leadership and vision	E
Ability to inspire, motivate and develop staff	E
Strong communication skills (oral and written)	E
Ability to build effective relationships with stakeholders	E
Ability to lead teaching and learning and model best practice	E
Ability to analyse information and implement improvement strategies	E
Strong organisational and decision-making skills	E
Ability to develop partnerships and work collaboratively	E



Person Specification



Personal Qualities & Commitment

Criteria	E / D
Commitment to achieving the best outcomes for all pupils	E
Inspirational, resilient and values-led leadership	E
High standards of integrity and professionalism	E
Ability to work under pressure and remain positive	E
Commitment to equality, inclusion and diversity	E
Ability to reflect on practice and respond to feedback	E
Ability to inspire confidence and trust	E
Flexibility, initiative and personal responsibility	E

Safeguarding

Criteria	E / D
Commitment to safeguarding and promoting welfare of children	E
Up-to-date safeguarding training and knowledge	E
Safer recruitment training (or willingness to undertake)	E
Ability to work effectively with external agencies	E



HOW TO APPLY



Please complete the online application form accessible via Greater Jobs.

The closing date for this position is: 9th September 2026

Shortlisting will take place: 15th September 2026

Interviews including observation and task will take place:

St Mark's Primary School, Alexandra St, Wigan, WN5 9DS

Applicants are encouraged to visit the school to discuss this role, the following dates are available:

- 1st July – PM
- 2nd July – PM
- 3rd Sept – PM
- 4th Sept – PM

Initial contact should be made with the school by email: recruitment@thewings.org.uk

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All appointments will be subject to an enhanced DBS check including Children's barred list check and satisfactory references, including your suitability to work with children.

Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies. An online search will be conducted on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance. All shortlisted applicants will be required to complete a form for self-disclosure of cautions and convictions.



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