



Application Pack

Head of School



Job Title	Head of School
Salary & Grade	L12-L16
Contract	Full time, permanent
Reporting to	Executive Headteacher
Start Date	4 January 2027 or 12 April 2027

Dear Applicant

Thank you for your interest in the role of Head of School at Kings Oak Primary Academy.

Waterton Academy Trust is seeking to appoint an inspirational, ambitious and dedicated leader to join Kings Oak Primary Academy and lead the school through the next exciting stage of its journey.

At Kings Oak, we believe that every child deserves the opportunity to thrive and achieve their full potential, regardless of their background or starting point. We are committed to providing an ambitious, inclusive and rewarding education where children are supported and challenged to grow academically, socially and emotionally within a calm, welcoming and nurturing environment.

As Head of School, you will be passionate about securing the highest quality of education, establishing a culture where excellent teaching and learning flourish and where a nurturing yet rigorous approach to behaviour enables every child to succeed.

You will lead a friendly, committed and supportive staff team who share a determination to provide the very best experiences for our children. As part of Waterton Academy Trust, you will also work alongside experienced leaders and colleagues across our family of schools, benefiting from strong professional networks, collaboration and high-quality professional development.

This is an exciting opportunity for an accomplished and ambitious leader who can inspire others, build upon the school's strengths and bring the vision, energy and determination required to drive continued improvement. Above all, we are looking for someone who shares our belief in the potential of every child and is committed to making a lasting difference to the children, families and community we serve.

We strongly encourage prospective candidates to visit Kings Oak Primary Academy, meet our wonderful children and staff, and experience our school community for themselves.

Visits will take place during the week commencing 5 October. To arrange a visit, please contact the school on 01226 272740.

We look forward to welcoming you and receiving your application.

About Us

Waterton Academy Trust is a thriving and values-led partnership of schools committed to giving every child the best possible start in life.

Established in 2014 with Walton Primary Academy as its founding member, the Trust has grown steadily and strategically, guided by a strong moral purpose and a deep understanding of the communities we serve. We

believe that **success is a shared experience** — every learner, every member of staff, and every school should flourish, together.

By the end of 2026, we expect to support more than 4,000 pupils across our schools, with a dedicated team of over 600 staff and an annual turnover approaching £28 million.

Our growth has not been about size alone - it reflects the strength of our educational offer, the diversity of our provision, and the depth of our partnerships.

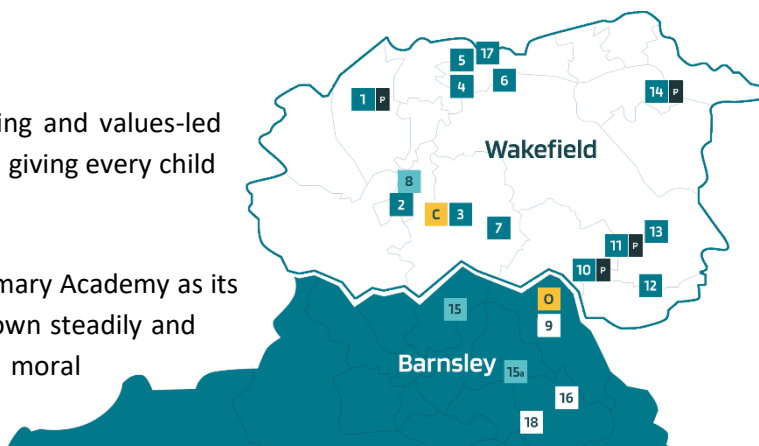
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

In response to local need, our first independent special academy—Newstead Academy opened in Barnsley in 2023 and has already grown to include a satellite site based at Hunningley. Building on this success, we have opened a new specialist setting - Hammer Lane Academy - in Wakefield in September 2025. These developments are a testament to our commitment to inclusive education and our ability to work alongside local partners to meet the needs of all learners.



We also know that a great start in education begins early. That's why we've expanded our offer to include four pre-school settings, with plans for further growth.

If you share our belief that all children deserve the highest-quality education and want to be part of a forward-thinking, people-centred organisation, we'd love to hear from you.



Our Locations

Waterton Offices

C - Centre for Excellence
O - Operations Office

Waterton Schools

- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield Primary School
- 10 - King's Meadow Academy
- 10p - The Meadow Pre-School
- 11 - West End Academy
- 11p - The Woodland Pre-School
- 12 - South Kirkby Academy
- 13 - Ackworth Mill Dam School
- 14 - Cherry Tree Academy
- 14p - Cherry Blossom Pre-School
- 15 - Newstead Academy
- 15a - Hunningley Academy
- 16 - Kings Oak Primary
- 17 - Allotts Junior Academy
- 18 - Jump Primary Academy

Our Vision and Values

The Trust is proud of its shared vision and values, which are embedded across all aspects of our work.

This vision—centred on collaboration, aspiration, enjoyment, and equity—guides our actions and unites our schools in a common purpose. We aim to create a culture where success is a shared experience, every child enjoys a rich and relevant curriculum, and all pupils are supported to achieve their full potential, regardless of background.

Candidates interested in joining the Trust are encouraged to explore our vision and values to ensure they align with their own ethos and long-term aspirations.





About The School

Kings Oak Primary is a welcoming, inclusive and ambitious school for children aged three to eleven, proudly serving its local community in Barnsley. As an Ofsted Outstanding school (June 2025), we have strong foundations on which to build and a shared determination to give every child the very best start in life.

Our vision, ***“Learning for Life,”*** captures what we want for every child. We want our pupils to enjoy coming to school, develop a genuine love of learning and leave us as confident, curious and resilient young people, ready to embrace the opportunities and challenges ahead.

Children are at the heart of everything we do. Through high-quality teaching, an engaging curriculum and rich learning experiences, we develop strong academic foundations while nurturing the whole child. We place great importance on positive mental health, emotional wellbeing and strong relationships, creating a happy, safe and supportive environment in which every child can thrive.

Inclusion is central to who we are. We believe every child can achieve and succeed, regardless of their background, starting point or individual circumstances. Our staff know their children and families well, and strong partnerships with parents, carers and the wider community help us ensure pupils receive the support, challenge and opportunities they need.

As part of Waterton Academy Trust, Kings Oak benefits from collaboration, shared expertise and professional development across a wider family of schools, while retaining its own strong identity and place within its community.

For our next Head of School, this is an exciting opportunity to build on the school's success, lead a committed and supportive team and shape the next chapter of Kings Oak. We are looking for a leader who will share our ambition for every child and ensure Kings Oak continues to be a place where children are happy, achieve highly and are truly prepared for Learning for Life.



Our Pupils

Waterton Academy Trust serves communities with some of the highest levels of deprivation in the region, and in the country. In response, we place children's well-being, voice, and enrichment at the very heart of our work. We believe that every pupil, regardless of background, should feel the full benefit of belonging to a trust that puts their experience of school first.

Pupil voice is not just encouraged - it's embedded in our decision-making. Our elected Children's Parliament meets regularly with the CEO and Headteachers, sharing their views and shaping priorities for improvement. Their efforts were recognised nationally, receiving a letter of commendation from former Prime Minister Theresa May.

Beyond the classroom, we create rich and joyful experiences that promote creativity, confidence, and healthy living. Our roaming art gallery, Waterton's Got Talent, and Waterton Young Chef of the Year celebrate the diverse talents of our pupils, while our annual MATlympics and extensive sports offer promote inclusion, teamwork, and well-being.

These experiences are not just events; they are integral to our mission—ensuring that every child in a Waterton school is heard, celebrated, and empowered to thrive.

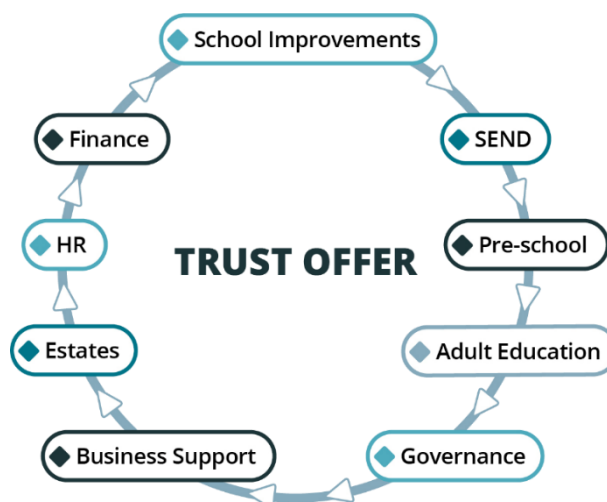


Trust Offer

At Waterton Academy Trust, we are proud to provide a consistent, high-quality offer that enables every school - regardless of size, Ofsted rating, or context - to thrive. Our Trust Offer ensures that all academies benefit from the same comprehensive package of educational and operational support, tailored to meet individual school needs while remaining accessible to all.

This offer is underpinned by our belief that school leaders should be able to focus their time and energy on what matters most: delivering excellent teaching and learning. By reducing operational burdens and providing high-quality, evidence-informed school improvement support, we create the conditions in which pupils and staff can flourish.

Our investment in a strong and expert central team means that every school can draw upon specialist support in areas such as safeguarding, governance, curriculum, finance, HR, IT, estates, marketing, and data protection. This support is complemented by access to legal advice and professional development, including high-impact CPD, leadership development, and coaching.



The Trust Offer is more than a service package - it's a reflection of our values. It supports excellence, equity, and collaboration across all Waterton schools, enabling leaders to deliver the very best for their pupils, every day.

To read about impact in 2025, please read our annual report to stakeholders on the Trust website.

<https://www.watertonacademytrust.org/academies/trust-performance/>

Job Description – Head of School

Job Title	Head of School
Reporting to	Executive Headteacher
Grade	L12 – L16

Main Purpose	The Head of School will take overall responsibility for the leadership and management of every aspect of the school. They will establish a culture of outstanding teaching and learning, an ethos of high expectations and a nurturing yet rigorous approach to behaviour management. The overall purpose of the role is to ensure an outstanding quality of education for all children in the school.
Key Responsibilities	To provide leadership for, and management of, all staff and children and specifically to be accountable for: • Teaching and learning • Curriculum and assessment • Staff and resources • Behaviour and attitudes • Personal development and the safeguarding of pupils The post holder will be expected to promote the vision and values of the Waterton Academy Trust as being enthusiastic, collaborative and forward-thinking with all stakeholders including trustees, Academy Standards Committee members, colleagues, pupils, parents, visitors and the local and wider community. 1. Leadership and Management • Work closely with the Chief Executive Officer, Executive Headteacher and Academy Standards Committee to develop a strategic view for the school in its community, analyse and plan for future needs and further develop the school within the local and national context. • Lead and manage all staff recruitment to ensure that staff of the highest standards are attracted, selected and retained within the Trust. • Ensure exemplary professionalism from all staff • Instil an ethos of high expectations for behaviour and achievement of all children. • Lead and manage staff professional development and training. • Lead and manage the strategic development of the school and maintain/communicate this in the Self Evaluation Form and the School Improvement Plan. • Maintain strong working relationships with the community, agencies and other stakeholders, including parents and the Academy Standards Committee. • Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities.

	2. Teaching, Learning and Assessment • Teach and support others in the teaching of engaging and effective lessons that motivate, inspire and improve pupil attainment and progress. • Use and support others in using regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring. • Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level. • Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications. • Work with all senior leaders in the Trust to develop the school curriculum, teaching and learning policy and associated timetable. • Ensure that there exists and staff effectively use a robust tracking and target setting system for pupils in line with Waterton Academy Trust's expectations. • Ensure that regular and meaningful pupil progress reports are written and shared with both pupils and their families. • Provide information and analysis of data collected according to the requirements of the self review process each term. 3. Culture and Ethos • Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships. • Maintain a school culture and ethos that is utterly committed to achievement and to developing high aspirations in line with the vision of Waterton Academy Trust. • Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success. • Develop and maintain strong partnerships and ensure regular and productive communication with parents. 4. Coordination and day to day management of estate and facilities • Oversee school finance, facilities, catering, IT and other resources. • Ensure robust operational systems. • Oversee staffing allocation, including support staff, across the school. • Ensure that the school can function while building work is taking place (if necessary). 5. Supporting the work of the MAT • Develop and maintain the ethos of Waterton Academy Trust so that it is intrinsic and permeates all aspects of the school's life and curriculum. • Develop strong and positive relationships with colleagues across the Trust and contribute to collaborative work across the schools.
Responsibilities for Resources	Employees (Supervision): Line management of employees and promotion of high standards of personal professional conduct and integrity in accordance with the Trust Employee Code of Conduct. Financial: Authorisation of expenditure on resources as appropriate

	Physical: None
Expectations of All Employees	• Represent and promote Waterton Academy Trust values internally and externally • Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust • Deliver your day-to-day duties consistently with the agreed service level • Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding • Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role • Undertake other duties commensurate with the job level • Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
Additional Information	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Customers and Clients	As Head of School the post holder must build positive relationships with all stakeholders.
Working Conditions	This is a non-classroom based position
Characteristics of the Post	Employees are encouraged to participate in training activities in order to enhance their own personal development. The employment checks are required: • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Person Specification – Head of School

AF: Application Form

CQ: Certificates/Qualifications

I: Interview

OT: Occupational Task

I: Presentation

R: Reference

Qualifications	Essential	Desirable	Assessed
Qualified Teacher Status	X		AF
Evidence of a continued professional development	X		AF
Experience	Essential	Desirable	Assessed
Successful experience of senior leadership at assistant or deputy headteacher level.	X		AF,I
A minimum of 5 years teaching experience	X		AF,I
Experience of working with a variety of stakeholders	X		AF,I
Experience of leading training and staff meetings	X		AF,I
Experience of promoting the personal, social, moral, cultural and spiritual development of pupils	X		AF,I
Experience of monitoring and improving the quality of teaching and learning	X		AF,I
Proven experience in the analysis of performance data for the purposes of target setting and evaluation.	X		AF,I
Knowledge and Understanding	Essential	Desirable	Assessed
An outstanding classroom practitioner with the highest expectations for the welfare and progress of all pupils	X		AF,I,OT
In-depth knowledge of the professional teaching standards	X		AF,I,OT
Comprehensive knowledge of performance management requirements in an educational context	X		AF,I,OT
Able to use IT as a management tool	X		AF,I,OT
Ability to pursue challenging and rigorous questions and probe explanations	X		AF,I,OT
Lead, manage and co-ordinate staff through an effective team based approach	X		AF,I,OT
Ability to monitor and evaluate the work of other; to offer support and intervention where necessary	X		AF,I,OT
Ability to create and maintain a culture of positive behaviour, through a restorative approach and high consistent expectations	X		AF,I,OT
Personal Attributes	Essential	Desirable	Assessed
A strong belief in the value of education	X		AF,I
Ability to provide clear direction and lead by example	X		AF,I
Ability to work in partnership with stakeholders	X		AF,I
A constant drive for improvement	X		AF,I
Approachable and grounded; able to build trust and mutual respect with range of stakeholders	X		AF,I

Personal resilience, persistence and perseverance	X		AF,I
Strong interpersonal, written and oral communication skills	X		AF,I
Other	Essential	Desirable	Assessed
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		I
Committed to professional development in connection with the post	X		I
Work in accordance with the Trust's core values and behaviours	X		I
Travel in connection with the post	X		I
A commitment to equality/diversity in the workplace and the wider educational community	X		I
A commitment to safeguarding and promoting welfare for all	X		I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

Next Steps

For further information about the opportunity please contact the school office on KingsOakOffice@watertonacademytrust.org or 01226 272740.

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Thursday 8th October 2026

Shortlisting: Friday 9th October 2026

Interviews: Week commencing 19th October 2026

Start Date: 4 January 2027 or 12 April 2027

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request. Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.