

Candidate Information Pack

Role: Headteacher



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Welcome from Chief Executive Officer

Dear Candidate,

A very warm welcome to Enrich Learning Trust. I am delighted that you are considering applying for the position of Head Teacher at North Walsham High School. As the Chief Executive Officer, I am excited to share with you the opportunity to be part of our dynamic team and to lead an amazing school.

Enrich Learning Trust is a cross phase Multi Academy Trust (MAT), comprising three primary schools and six secondary schools, with three 6th forms. We are building our schools into a collaborative and cohesive team, harnessing the experience of all of our Head Teachers and senior leaders to develop our Trust together. Being part of a MAT offers unique opportunities for collaboration across schools. Unlike standalone schools, a MAT enables meaningful connections that foster efficient ways of working, resource sharing, and the exchange of ideas and best practices. We believe that collaboration enriches the entire school community and provides the foundation for continuous improvement. By leveraging the diverse talents within our Trust - teachers, support staff, students, trustees and governors - we can drive innovation and achieve much more together.

The role of Head Teacher is critical to the success and strategic development of the School. As a key member of the Trust education leadership team, you will be responsible for overseeing all aspects of the School's operations. Whilst also working closely with myself, the trustees, school governors, and other Trust leaders, you will provide leadership and support in aspects of Trust-wide operations as well as focussing on North Walsham High School. At Enrich Learning Trust, we are committed to improving the impact of our shared services, ensuring they deliver value for money and meet the needs of each individual school, supporting our Head Teachers to focus on educating and caring for our pupils.

We are seeking a candidate with experience in school senior management and strategic leadership. Someone who can lead their own school, whilst contributing to the development of the Trust. North Walsham is in a lovely part of the county and the opportunity to become Head Teacher brings with it the opportunity to embrace Norfolk as a great place to live and work.

If you are interested in applying, I encourage you to read the rest of this pack, which provides further details about the role. Should you require additional information or wish to discuss the Trust and its academies, please don't hesitate to get in touch.

At Enrich Learning Trust, we pride ourselves on being approachable and proactive in our work with our schools. We value building personal connections and working as part of a collaborative team. We look forward to receiving your application and, should you progress to the next stage, meeting you personally.

I wish you the best of luck with your application.

Kind regards

Peter Jordan
Chief Executive Officer
Enrich Learning Trust



The Role, The Person

Job Title: Headteacher: North Walsham High School

Salary range / job grade: 25-30 £93,424 - £101, 533

Responsible to: Trust Executive team, through the Director of Schools & Education

Responsible for: Overall performance of North Walsham High School

Purpose:

- The post holder will be accountable for providing professional leadership and management of North Walsham High School that will promote a secure foundation from which to achieve high standards in all areas of the School's work. In addition responsible for the successful operation of the new ASD Specialist Resource base opening in January 2027.

Principal Accountabilities:

- To achieve success, the Headteacher will:
 - Provide vision, leadership and direction;
 - Effectively manage teaching and learning;
 - Promote excellence, equality and high expectations of all students;
 - Create a safe and productive learning environment that is engaging and fulfilling for all students;
 - Evaluate the School's performance and identify priorities for continuing improvement;
 - Deploy resources to achieve the School's aims;
 - Carry out day-to-day management, organisation and administration;
 - Secure the commitment of the wider community.

Main Responsibilities

Strategic direction and shaping the future

- Work with the Governing Body, Executive Team and other key stakeholders to ensure North Walsham High School's vision is clearly articulated, shared, understood and acted upon effectively by all;
- Work with the Governing Body and Executive Team to develop an approach to teaching and learning that is genuinely transformational;
- Work within the school community to translate the School's vision into agreed objectives that promote and sustain improvement;
- Demonstrate the School's values in everyday work and practice;
- Motivate and work with others to create a shared culture and positive environment;
- Ensure that strategic planning takes account of the diversity, values and experience of North Walsham and the community.

Managing the organisation

- Create an organisational structure that reflects the School's values, and enables management processes to work effectively in line with legal requirements;
- Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities;
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- Manage the School's financial resources effectively and efficiently to achieve the School's educational goals and priorities;
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the School's vision and goals;
- Implement effective performance management processes with all staff;
- Manage the School environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money;
- Uses and integrates a range of technologies effectively and efficiently to manage the School.

Leading learning and teaching

- Ensure that learning is at the centre of strategic planning and resource management;
- Demonstrate and articulate high expectations and set stretching targets for the whole School community;
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective action and follow-up;
- Maintain a consistent and continuous all-inclusive focus on students' achievement, using data and benchmarks to monitor progress in every child's learning;
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning;
- Implement strategies that secure high standards of behaviour and attendance;
- Determine and implement a diverse, flexible curriculum and implement an effective assessment framework;
- Take a strategic role in the deployment of new and emerging technologies to enhance and extend the learning experience of students.

Developing self and working with others

- Regularly review own practice, against the “National Standards of Excellence for Headteachers”, set personal targets, and take responsibility for own personal development;
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews;
- Treat people equitably, with dignity and respect to create and maintain a positive culture across the School;
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation and evaluation of work;
- Acknowledge responsibilities, recognise skills and talents and celebrate the achievements of teams and individuals;
- Build a collaborative learning culture within the School and actively engage with other schools to build effective learning communities;
- Manage their own workload and that of others to ensure an appropriate work/life balance.

Securing accountability

- Regularly review own practice, against the “National Standards of Excellence for Headteachers”, set personal targets, and take responsibility for own personal development;
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Strengthening community

- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of students and their families;
- Ensure learning experiences for students are integrated with the local and wider communities;
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development;
- Actively engage with parents and carers, community figures, businesses and other organisations to enrich the School and its value to the wider community;
- Co-operate and work with relevant agencies to protect children and young people.
- As part of the Wider Executive Team, collaborate with senior leaders across the MAT



Other

- Enhanced DBS clearance (process lead by the Trust).
- Hold a full driving license and ability to travel freely across all schools within the Trust
- Ability to work accurately with attention to detail.
- Work effectively to deadlines and targets.
- The ability to develop the Trust's financial provision to meet current and future demands.
- To display integrity and confidentiality.
- Ability to work on own initiative and organise own workload.
- To be able to prioritise effectively.
- Right to work in the UK.

The Person Specification

	Criteria	Essential	Desirable	Application	Certificates	Selection	Reference
Qualifications	Qualified teacher status in England and Wales	✓		✓	✓		
	Degree	✓		✓	✓		
	Professional development in preparation for a leadership role	✓		✓		✓	
	NPQH or other relevant further professional studies		✓	✓	✓		
	Relevant further degree		✓	✓	✓		
Skills and Experience	Leadership and management experience in a school through Headship or Deputy Headship	✓		✓			✓
	Leadership experience in more than one school		✓	✓			✓
	An inspirational teacher with an excellent understanding of practice and current teaching experience of secondary age students at GCSE		✓			✓	✓
	Involvement in school self-evaluation and development planning	✓		✓			✓
	Line management experience, understanding the need for performance management and CPD	✓		✓			✓
	Experience of contributing to staff development	✓		✓			✓
	Experience of developing a high-quality learning environment through high expectations of pupil behaviours	✓		✓		✓	✓
	Substantial experience of data analysis and target setting to ensure excellent outcomes	✓		✓		✓	✓
	Curriculum design and management, including the application of Curriculum Led Financial Planning		✓	✓		✓	
	Experience of child safeguarding and successful use of measures that promote and ensure the safeguarding of children	✓		✓		✓	✓
	Prepared to learn from, and share, new experiences, and take responsibility for their own continuing professional development	✓		✓		✓	
	Effective communication and interpersonal skills	✓		✓		✓	✓
	Knowledge of effective leadership models and organisational structures	✓		✓		✓	
	Knowledge of stakeholder and community engagement strategies	✓				✓	
	Ability to think strategically to form and communicate a vision and inspire others	✓		✓		✓	✓
Ability to build effective working relationships to inspire, challenge, motivate and empower others to achieve excellent outcomes	✓		✓		✓	✓	

	Build capacity and achieve sustainability	✓				✓	
	Celebrate achievement and acknowledge excellence	✓				✓	
	Demonstrate political acumen		✓			✓	
Personal Qualities	Model the vision and values of the academy and Trust to foster an open and fair culture	✓				✓	
	Deal with complexity and uncertainty	✓				✓	✓
	Anticipate, lead and manage change and seek advice when needed	✓				✓	
	Demonstrable improvement in pupil outcomes in current and previous roles	✓		✓			✓
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓		✓		✓	✓
	Ability to work under pressure and prioritise effectively	✓				✓	
	Resilient and can receive and act on personal feedback to improve personal performance	✓				✓	
Personal Qualities	An energetic and enthusiastic presence that commands respect.	✓				✓	✓
	Integrity, respect for others and a commitment to safeguarding and equality	✓				✓	
	Self-motivated, organised and ambition for self and others	✓		✓			✓
	Consultative with staff, pupils and community with a desire to act on the outcomes	✓		✓		✓	✓



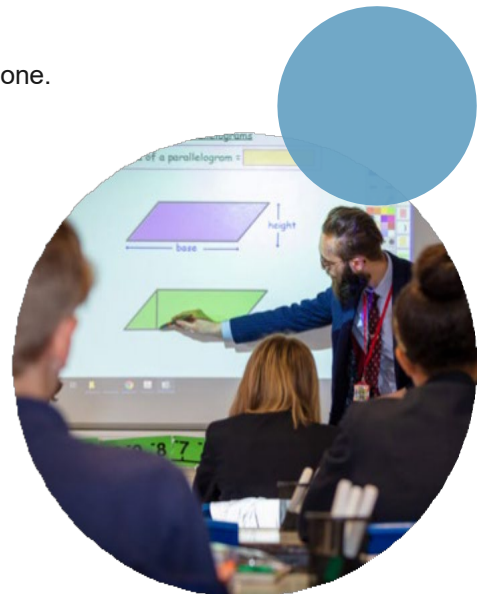
Senior Leadership Behaviours

Leadership

- Accept responsibility and is accountable - use appropriate styles to inspire people to achieve goals.
- Take into account other people's ideas; share challenging and interesting tasks with staff.
- Encourage staff positively to achieve goals.
- Encourage others to use their skills and talents
- Inspire people at all times.
- Take responsibility for projects and people.
- Constantly provide direction to the team, raising the stakes.

People

- Express confidence in the ability of team members.
- Motivate other people to achieve results.
- Make people feel enthusiastic about what they have to do.
- Acknowledge individual contributions and give credit for a job well done.
- Create a positive picture of the future for others.
- Provide a level of challenge that people enjoy.



Integrity

- Act as a role model to others.
- Respect confidentiality at all times.
- Show fairness in dealing with people.
- Promote the values of the organisation.
- Maintain strong values in all situations.
- Are critical of unacceptable practice.

Analysing Information

- Analyse numerical data and all other sources of information.
- Analyse information effectively.
- Make decisions based on facts.
- Make sensible judgements based on the information provided.

Developing Services & Processes

- Seek feedback on existing services and processes.
- Question poor use of resources.
- Seek ideas for improvement continually.
- Share views of inefficiencies.
- Test ideas on services and processes with potential users.
- Identify key points when analysing data.
- Understand information presented in a complicated manner.

Monitoring & Co-ordinating Activity

- Take appropriate action when the team or individuals experience difficulties.
- Ensure sound systems and procedures are developed and maintained to support departmental activity.
- Ensure appropriate levels of documentation for all concerned.
- Personally keep within agreed time frames in areas such as informing others.
- Monitor team and individual progress effectively making sure important deadlines are met.
- Keep track of team performance to ensure that quality of work is maintained.

Planning & Organising

- Think ahead, seeing the potential impact of any decisions and any potential problem areas.
- Set realistic timescales for achieving team goals and individual tasks.
- Plan activities and projects well in advance.
- Manage time with efficiency.
- Set clear objectives, ensuring individuals know what is expected of them.
- Organise people's time effectively.

Strategic Awareness

- Consider possible future trends, opportunities and contingencies.
- Work with an orientation to the future.
- Devise strategy in line with the organisational vision.
- Imagine longer term possibilities and implications.
- Develop and implement longer term goals.

Developing and enabling Others

- Give team members sufficient opportunity to try out new things.
- Are available to give relevant help where needed.
- Identify what development needs people may have.
- Identify training and development opportunities for staff.
- Give team members enough feedback on their work - both positive and negative.
- Spend sufficient time on coaching individuals when relevant.

Schools Focused

- Are positive in response to school demands.
- Ensure that the schools come first.
- Understand the needs of the schools.
- Follow up complaints efficiently.
- Deliver a quick and efficient service to schools.
- Act in the best interest of the schools.



Enrich Learning Trust Values

We are building a collaborative family of schools. All have a relentless drive to challenge, develop and innovate to ensure that what they provide enables young people to become successful learners, confident individuals and responsible citizens. With a model based on support and empowerment within a framework of high accountability, we want our Academies to be the best and inspire each child to discover the skills, talents and interests that lie within them.

Educating with Integrity

- **Innovate with Courage:** Encourages taking calculated risks, challenging the status quo, and stepping outside comfort zones to drive progress, even in the face of uncertainty.
- **Act with Integrity:** Focuses on building trust through honesty, transparency, and aligning actions with values, ensuring that ethical choices are made even under pressure.
- **Deliver with Compassion:** Involves genuine care for the well-being of team members and pupils, creating an inclusive, supportive environment where everyone feels safe, valued, and able to thrive.
- **Collaborate Openly:** Promotes breaking down silos, fostering teamwork, and using collective intelligence to solve complex problems.



Benefits of working for Enrich Learning Trust

- Competitive salary.
- Enrolment to the Teachers' Scheme
- The chance to make a significant impact in a supportive educational environment.
- Training and Mentorship – we provide robust professional development opportunities, including leadership training, specialised workshops, and access to mentoring from experienced colleagues across the network.
- A role within a team that values collaboration, innovation, and the safeguarding of our students and staff.
- Networking – the wider network of professionals within a MAT provides excellent opportunities for networking with colleagues from diverse educational backgrounds.
- Work/life balance - family friendly policies, including flexible and hybrid working.
- Cycle to work scheme.
- Childcare Vouchers.
- Employee Assistance Programme - 24 hour helpline, 365 days a year and 6 free counselling sessions.
- Wellbeing portal.
- Access to Discounts for Teachers.

Welcome to Norfolk: A Fine place to Live and Work

We're thrilled that you're considering joining Enrich Learning Trust and if you're contemplating a relocation to make Norfolk your home there are plenty of reasons to! Nestled in the heart of East Anglia, Norfolk offers a unique blend of tranquil countryside, charming market towns, and a vibrant coastline. Whether you're drawn to its rich history, stunning natural beauty, or the welcoming sense of community, Norfolk provides an exceptional quality of life for individuals and families alike. Here are just a few of the reasons why relocating to Norfolk is an excellent choice:



Breathtaking Natural Beauty

From the stunning Norfolk Broads to the unspoiled beaches of the North Sea coastline, Norfolk offers a wealth of natural beauty. Whether you enjoy hiking, cycling, boating, or simply exploring the outdoors, you'll never be far from scenic landscapes that offer peace and relaxation. Plus, with a variety of nature reserves and wildlife parks, Norfolk is a paradise for nature lovers.



A Quieter Pace of Life

If you're tired of the hustle and bustle of city living, Norfolk offers a refreshing change. The region is known for its relaxed pace of life, giving you the perfect environment to focus on your work-life balance. With picturesque villages and charming market towns like Holt, Cromer, and Fakenham, you'll find a sense of calm and comfort that's hard to beat. Offset with the vibrancy of Norwich, the cathedral city with an array of attractions from art and music, to theatres and museums Norfolk has something for everyone.



Excellent Transport Links

Norfolk is well-connected by road and rail, making it easy to travel both locally and further afield. Norwich, the county's historic city, offers direct train links to London in under two hours, allowing for easy access to the capital for business or leisure. Whether you need to get to the city or explore nearby regions, Norfolk offers a convenient transport network.



Great for Families

With top-rated schools, including our own, family-friendly attractions, and safe communities, Norfolk is an ideal location for families. The region boasts a variety of educational options, from state schools to independent establishments, all offering excellent standards of teaching. For weekends and school holidays, there's plenty to keep the whole family entertained, from theme parks and museums to nature trails and cultural events.



Affordable Cost of Living

Compared to other areas in the UK, Norfolk offers an affordable cost of living. Housing is more reasonably priced, with a variety of properties to suit all tastes, from coastal cottages to countryside retreats. Whether you're renting or buying, you'll find more space for your money, allowing you to live comfortably without the high costs associated with larger cities.



A Rich History and Culture

Norfolk is steeped in history, from its medieval castles and cathedrals to its role in the English Civil War and maritime heritage. The city of Norwich, with its cobbled streets, historic architecture, and renowned museums, is a cultural hub offering plenty to explore. The region also hosts a range of festivals, markets, and events throughout the year, ensuring that there's always something happening to enjoy.



A Supportive Community

One of the standout features of Norfolk is its friendly, welcoming communities. Whether you're moving to a small village or a larger town, you'll quickly find a network of support from local groups, social and sports clubs to community organizations. This sense of belonging makes Norfolk a fantastic place to live, work, and build long-lasting relationships.

Equality, Diversity & Inclusion, Disability & Accessibility, Safeguarding, Data Protection

Equality, Diversity & Inclusion

As an equal opportunities employer, Enrich Learning Trust is committed to creating a diverse and inclusive workplace where everyone is treated with respect and dignity. We welcome applications from all suitably qualified persons regardless of their race, religion or belief, sex, sexual orientation, gender reassignment, age, disability, marital or civil partnership status, or any other protected characteristic. We are committed to providing equal opportunities in recruitment, promotion, training, and all other aspects of employment.

We welcome applicants from diverse backgrounds, even if your experience doesn't perfectly align. You don't need to meet 100% of the criteria to apply – if you're excited about this role we would love to hear from you. We recognise that career paths are unique – tell us how your experience applies to this role.

Disability & Accessibility

Enrich Learning Trust is committed to ensuring that applicants with disabilities or impairment receive equal opportunities and treatment. If you have a disability or impairment, and would like Enrich Learning Trust to make adjustments or arrangement to assist if you are called for an interview, please state the arrangements you require.

Safeguarding

Enrich Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidanceon-the-rehabilitation-of-offenders-act-1974>.

Data Protection

Throughout this application you are asked for some personal data about you. Enrich Learning Trust will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given your consent;
- Enrich Learning Trust must process it to comply with their legal obligations;
- Enrich Learning Trust must process it to perform a task in the public interest; or
- Enrich Learning Trust must process it for their legitimate interests
- You will find more information about how Enrich Learning Trust uses your personal data in their privacy notice for job applicants.



Application Procedure

For a confidential discussion, a visit to the school or more information about the role, please contact either Peter Jordan, CEO, or Sasha Furze, Director of Schools and Education (office@enrich-learning.org)

Please complete the Trust's application form, on My New Term. In compliance with Safer Recruitment Guidelines CV's will not be accepted.

Dates and Timeframes

Closing date: Sunday 13th September 2026, Midnight

Shortlisting: Week commencing: Monday 14th September 2026

Interview dates: Week commencing: Monday 21st September 2026

Shortlisted candidates will be contacted with details of the interview process.

